

## **SECTION 01312 PROJECT MEETINGS**

### **1.1 THE REQUIREMENT**

- A. Required to review progress of Contracted Work and to provide for systematic discussion of issues and problems arisen during construction, the ENGINEER will conduct project meetings throughout the construction period.
- B. Project meetings will be held weekly or as otherwise directed by the ENGINEER.
- C. The ENGINEER will establish the meeting location.
- D. Attendance:
  - 1. To the maximum extent practicable, the Project Superintendent and other representatives who have full knowledge of the project and full authority to act for the CONTRACTOR shall represent the CONTRACTOR at Project Meetings throughout the progress of the Work. All representatives must conform to the provisions indicated in Section 00727 - CONTRACTOR'S REPRESENTATIVE AT THE SITE of the GENERAL CONDITIONS.
  - 2. Subcontractors, materials suppliers, and others may be invited to attend these Project Meetings in which their aspect of the Work is involved.
  - 3. CONTRACTOR may not cancel or be absent from any meeting without advanced approval from the ENGINEER. The CONTRACTOR must submit a written request with reason to the ENGINEER twenty-four (24) hours before the scheduled meeting. If approved, the CONTRACTOR shall notify all parties of the cancellation.
  - 4. City Public Relations personnel will also be required to attend.
- E. Minimum Agenda:
  - 1. Review, revise as necessary, and approve minutes of previous meeting.
  - 2. Review progress of the Work since last meeting. Review actual starts and finish dates of activities.
  - 3. Review status (total complete and outstanding) of submittal for approval, Request-for-Information and Change Orders.
  - 4. Identify old and new problems, which impede planned progress, identify responsible party for the follow-up actions. Mutually agree to a common solution and date of correction.
  - 5. Develop corrective measures and procedures to regain lost time on the planned schedule.
  - 6. Discuss Construction mitigation measures and public relation issues .

7. Review Weekly Progress Reports.
  8. Status of Record drawings and the Record Project Manual.
  9. Jobsite Walk-Through. Record all discussion and follow-up actions.
  10. Any Jobsite health and/or accident or safety issues.
- F. Revisions to Minutes:
1. Unless published minutes are challenged in writing prior to the next regularly scheduled progress meeting, they will be accepted as properly stating the activities and decisions of the meeting.
  2. Persons challenging published minutes shall reproduce and distribute copies of the challenge to all indicated recipients of the particular set of minutes.
  3. Challenge to minutes shall be settled as priority portion of "old business" at the next regularly scheduled meeting.

(END OF SECTION)