

Construction meeting agenda template

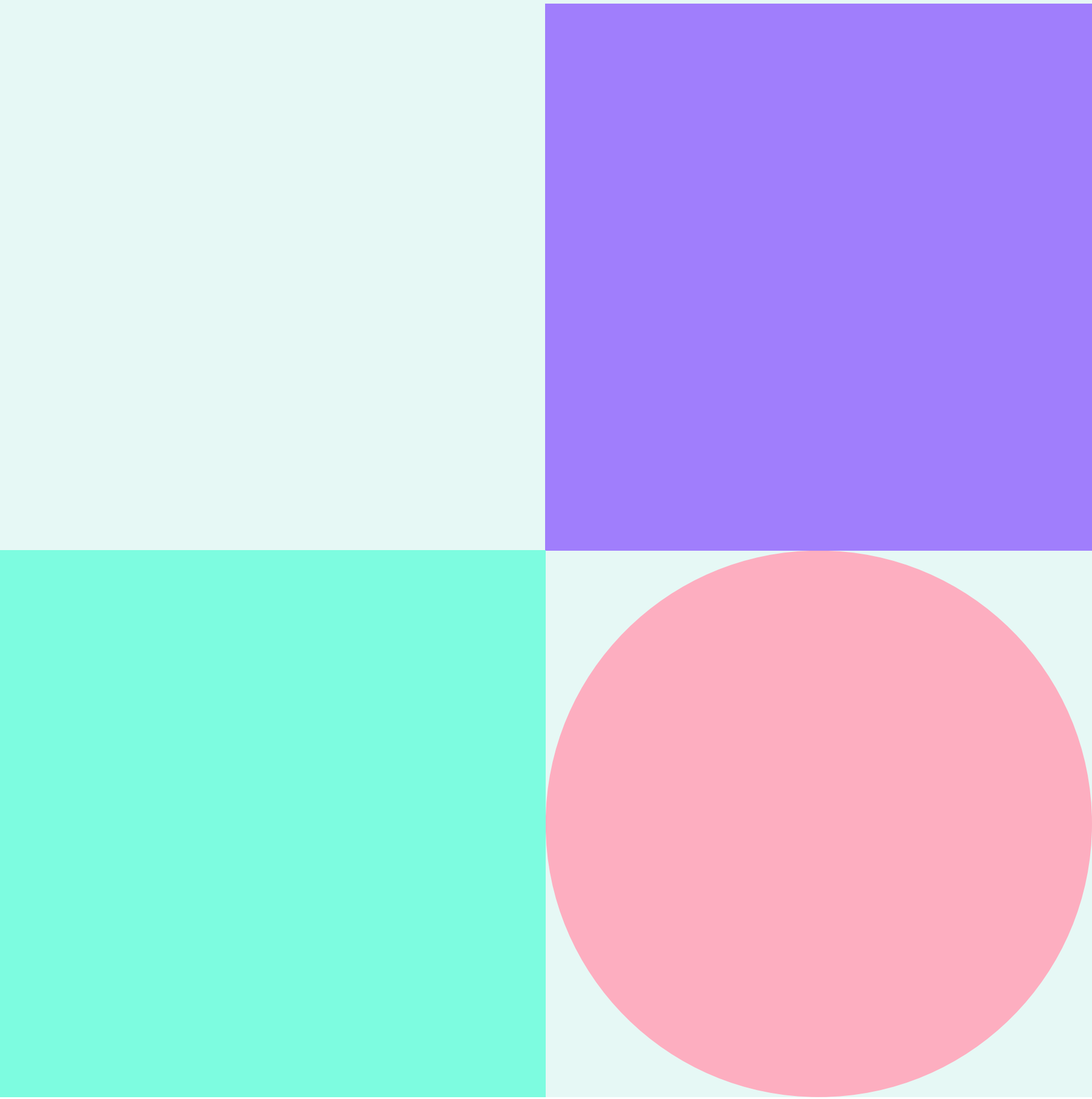
Project Name: _____

Meeting Date: _____

Meeting Time: _____

Location: _____

Meeting Leader: _____



1. Project status updates & milestones (10 minutes)

- Work completed since last meeting
- Current progress percentages
- Upcoming milestone dates
- Overall project standing vs. schedule

2. Schedule review (15 minutes)

- Critical path items
- Upcoming tasks (next 2 weeks)
- Potential delays and concerns
- Dependencies between scopes of work

3. Safety concerns (10 minutes)

- Recent incidents and near misses
- Upcoming high-risk activities
- New safety procedures
- Required training updates
- Inspection findings

4. RFIs requiring decisions (15 minutes)

- Outstanding RFIs needing resolution
- New RFIs submitted
- Assigned decision-makers
- Target response dates

5. Change orders & budget impacts (15 minutes)

- Pending change orders
- Cost implications
- Schedule effects
- Approval status
- Budget status overview

6. Subcontractor coordination (10 minutes)

- Trade scheduling conflicts
- Material storage locations
- Utility shutoffs and timing
- Access requirements by area

7. Material delivery status (10 minutes)

- Expected delivery dates
- Current delays
- Backup plans for delayed items
- Long-lead items tracking

8. Quality control matters (10 minutes)

- Recent inspections (pass/fail)
- Rework requirements
- Upcoming inspections
- Quality documentation needs

9. Action items review (10 minutes)

- Previous action items status
- Overdue items requiring attention
- Accountability check

7. New action items & next steps (5 minutes)

- New assignments with owners and due dates
- Next meeting date/time
- Any urgent items requiring immediate attention

Meeting notes:

Action items summary:

Action item	Assigned to	Due date	Status

Next Meeting: _____