

914 - Progress Meetings

Construction progress meetings shall be held on the job site at least one per month, or more often as the Project conditions require and as directed by the Project Manager.

The Architect-Engineer shall prepare and distribute an agenda and sign in sheet in advance, and conduct the meeting. Minutes of the meeting shall be prepared and distributed by the Architect-Engineer and shall accurately reflect all discussion related to the items on the agenda. The Architect-Engineer shall distribute the minutes within seven days of the meeting.

The following items shall be discussed:

914.1 Work in Place and Observations:

- The Contractor shall give a brief description of major categories of work accomplished by the Contractor and the anticipated work during the next thirty-day period.
- The Contractor's organization, supervision, and work force.
- Quality of the work in place and adequacy of on-site storage of materials.
- Dates of site observations by the Architect-Engineer.
- Status of required inspections, special inspections and testing.
- Summary of significant problems, including deficiencies observed by the Resident Observer, Architect-Engineer, Project Manager, Construction Specialist, Using Agency Representative, and code authorities.
- Notation of any work being installed without approved shop drawings or proper authorization (if any).
- Coordination status between Contractor and other Owner-initiated work, including separate contracts and/or work being conducted by the Owner's forces.
- Other comments from all participating parties.
- Contractor's report on safety and accident issues.

914.2 Changes, Submittals and Logs: Logs shall be kept for all the following:

- Field Orders
- Requests for Information
- Change Orders
- Shop-drawings

914.3 Schedule:

- Actual progress versus scheduled progress. If the Work is behind schedule, explain the conditions causing the delay including critical path issues and the Contractor's plan to bring the Project back to the scheduled progress.
- Status of any portions of the Work planned for early acceptance by the Owner.
- Anticipated or actual delays due to weather, delivery of materials or other causes including potential delays caused by the Using Agency or the Division of Engineering and Contract Administration.
- It may be useful to consult the following link for monthly station climate histories. <http://hurricane.ncdc.noaa.gov/cgi-bin/climatenormals/climatenormals.pl>. These monthly station climate summaries are provided in PDF format. This information includes means,

median (precipitation and snow elements), extremes, mean number of days exceeding threshold values, and probabilities for monthly precipitation and freeze data.

914.4 Review: The Architect-Engineer shall review the following each month:

- Schedule of values and monthly Application for Payment.
- LEED requirements as included in the Project specifications.
- Contractor's annotated Record Drawings.