OAC Meeting Minutes: Meeting No. ___

Project: _____ | Project no. _____

Date and time	
Location / call link	
Prepared by	
Next meeting	
Distribution	

Attendance

Name	Company	Role	Attendance
	Owner		
	Architect		
	General contractor		
	General contractor		
	Consultant / sub		

Number each item meeting.item (for example 7.03). An open item keeps its number until it is closed. Types: Info, Action, Decision.

1. Safety

Incidents since last meeting, upcoming high-risk work, site logistics changes.

Item	Discussion	Type	Responsible	Due	Status

2. Previous minutes

Corrections received. Accept the previous minutes.

Item	Discussion	Type	Responsible	Due	Status

3. Schedule

Progress against the baseline, critical path, three-week lookahead, milestones at risk.

Item	Discussion	Type	Responsible	Due	Status

4. Old business (carried)

Every open item from previous minutes, with its original number, until closed.

Item	Discussion	Type	Responsible	Due	Status

5. RFIs

Overdue and critical RFIs, and answers needed before upcoming work. Attach the RFI log.

Item	Discussion	Type	Responsible	Due	Status

6. Submittals

Items past their submit-by date, items past review due, resubmittals and long-lead releases. Attach the submittal log.

Item	Discussion	Type	Responsible	Due	Status

7. Changes and cost

PCOs waiting on the owner, change directives, allowances and contingency.

Item	Discussion	Type	Responsible	Due	Status

8. Quality and inspections

Inspections, test results, deficiencies, mock-ups.

Item	Discussion	Type	Responsible	Due	Status

9. Owner items

Owner decisions, owner-furnished equipment, move-in planning.

Item	Discussion	Type	Responsible	Due	Status

10. Design team items

ASIs, bulletins, design clarifications in progress.

Item	Discussion	Type	Responsible	Due	Status

11. New business

Item	Discussion	Type	Responsible	Due	Status

12. Action items

Item	Action	Responsible	Due	Status

13. Next meeting

Date, time, location.

These minutes are the [GC / architect]'s record of the meeting. Send written corrections within five business days of distribution. After that, the minutes stand as written. Minutes do not change the contract.