

# Pre-construction meeting agenda

Forty-five minutes before the first day on site that save weeks of re-explaining.

|               |       |                  |       |
|---------------|-------|------------------|-------|
| Project       | _____ | Chair            | _____ |
| Date and time | _____ | Minutes taken by | _____ |
| Location      | _____ | Site address     | _____ |

## Attendees

| NAME | ROLE / COMPANY | PRESENT |
|------|----------------|---------|
|      |                |         |
|      |                |         |
|      |                |         |
|      |                |         |
|      |                |         |

## Agenda

| #  | ITEM                        | WHAT NEEDS TO COME OUT OF IT                                                                   | MINS |
|----|-----------------------------|------------------------------------------------------------------------------------------------|------|
| 1  | Introductions and roles     | Who does what, who the client contacts for each kind of question                               | 3    |
| 2  | Scope walk-through          | Everyone has read the signed scope. Inclusions and exclusions confirmed out loud               | 8    |
| 3  | Programme                   | Start, key stages, estimated completion, what could move it                                    | 6    |
| 4  | Site logistics              | Access, hours, deliveries, parking, toilet, power, water, waste, neighbours                    | 5    |
| 5  | Health and safety           | Site hazards, induction for anyone visiting, what the client must keep clear of                | 4    |
| 6  | Variations                  | How a change is raised, priced and approved. Show the form. Nothing starts without a signature | 4    |
| 7  | Communication               | Update day and format, who calls whom, what counts as urgent                                   | 4    |
| 8  | Payments                    | Progress claim schedule, what each claim is based on, payment terms                            | 4    |
| 9  | Client decisions still open | Selections, colours, fittings. Date each one is needed by                                      | 5    |
| 10 | Questions and close         | Anything unclear gets answered now, not in week three                                          | 2    |

## Decisions and actions

| ACTION | OWNER | DUE |
|--------|-------|-----|
|        |       |     |
|        |       |     |
|        |       |     |

| ACTION | OWNER | DUE |
|--------|-------|-----|
|        |       |     |
|        |       |     |
|        |       |     |
|        |       |     |

**Client decisions needed by date**

| DECISION (SELECTION, APPROVAL, INFORMATION) | NEEDED BY | RECEIVED |
|---------------------------------------------|-----------|----------|
|                                             |           |          |
|                                             |           |          |
|                                             |           |          |
|                                             |           |          |
|                                             |           |          |

Send the completed actions and decision dates to everyone present within 24 hours. The meeting only counts if the client has a copy.