JEFFERSON COUNTY PUBLIC SCHOOLS
809 Quail Street, Building #4 / Lakewood, Colorado 80215 / (303) 982-2584
Department of Construction Management

JOB SITE MEETING MINUTES OUTLINE

MEETING DATE: _____
LOCATION: _____
PROGRESS MEETING # : _____
PROJECT I D # _____

PRESENT AT MEETING :	PERSONNEL ON SITE :
NAME - FIRM	SUB / VENDOR - No. OF PEOPLE

Distribution of Meeting Minutes:
All Attending Meeting
Others: _____

DATE: 01/00/00 **LOCATION:** 0

		Summary of Meeting	Responsibility	Due Date	Last Modified
1 .		**Previous minutes approved as written :**			
	a.				
2 .		**Review of construction progress since last meeting**			
	a.				
3 .		**Field Observations, Problems, Conflicts**			
	a)	**Problems needing Contractor ATTENTION :**			
	1.				
	b)	**Problems needing Architect / Consultant ATTENTION:**			
	1.				

DATE: 01/00/00 **LOCATION:** 0

		Summary of Meeting	Responsibility	Due Date	Last Modified
	c)	**Problems needing District's ATTENTION:**			
	1.				
	d)	**Site Stormwater Management or Environmental Problems needing ATTENTION:**			
	1.				
4 .		**Review of Construction Schedule:**			
	a)	**Planned progress for next peroid:**			
	1.				
	b)	**Areas / Trades which are behind Schedule:**			
	1.				
	c)	**Areas / Trades which are ahead of Schedule:**			
	1.				
5 .		**Potential Problems which might IMPEDE CONSTRUCTION SCHEDULE:**			
	a.				
6 .		**Corrective measure required to regain Schedule:**			
	a.				

DATE: 01/00/00 **LOCATION:** 0

		Summary of Meeting	Responsibility	Due Date	Last Modified
7 .	**Review of Submittal Schedule:**				
	a.				
8 .	**Review of Off Site Fabrication and Delivery Schedule:**				
	a,				
9 .	**Maintenance of Quality Standards:**				
	a.				
10 .	**Review of Proposed Changes and Change Orders:**				
	a.				
11 .	**Others:**				
	a.				

All meeting minutes items are considered correct and accurate unless the author is notified in writing within 10 days

AUTHOR:

Prepared by