I. BACKGROUND DATA

A. DDC Project Manager name and program unit:

B. Project name and description:

C. Project location:

D. FMS ID # (s):

E. Contract Reg. # (s): GC; HVAC; P; E; Other:

F. Task Order # (if applicable):

II. PROJECT STATUS

A. Orig. construction duration (inc cds):

B. Start date:

C. Orig. end date:

D. Approved extended end dates:

E. Work completed (as % of original contract amount):

F. Time elapsed to date:

G. Anticipated project completion date:

H. Time extensions needed:

III. CONTRACT VALUES

A. Original contract values:

B. Registered change orders/overruns:

C. Pending change orders/overruns (based on negotiated but unregistered values):

D. TOTALS:

The following is a review of the meeting held on ______ at ______ AM/PM. The next meeting will be held on ______ at ______ AM/PM. (Note: you must identify all parties who must attend the next meeting.)

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B. MINIMUM LIST OF ITEMS TO BE COVERED AT EACH MEETING

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date Initiated</th>
<th>Comments</th>
<th>Resolution</th>
<th>Responsible Party</th>
<th>Date Due</th>
<th>Date Completed</th>
<th>CCDs Outstanding</th>
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| 1      |                | **Safety Issues:**  
          Identification of all unsafe conditions  
          Security Issues  
          Site Conditions |           |                  |          |                |                  |
| 2      |                | **Review of Unresolved Issues from Previous Meeting:**  
          Approval of last meeting minutes  
          Review & identification of all outstanding issues  
          List here all unresolved issues from last meeting(s) |           |                  |          |                |                  |
| 3      |                | **Coordination of Work Between Trades:**  
          Identify issues, trades involved, and course of action  
          Status/Revisions to coordinated drawings  
          Identify major work items for the next four weeks by trade/impact on other trades  
          Coordination and scheduling of off-hours work, if any |           |                  |          |                |                  |
| 4      |                | **Project Schedule:** (attached updated schedule)  
          Items completed since last meeting  
          Items to be completed by next meeting  
          Review of permits and approvals  
          Identification of delays in work  
          Sufficient Staffing levels?  
          Identification of Time Extensions required (by trade)  
          Review of long lead items  
          Schedule for start of Critical Phases/Milestones |           |                  |          |                |                  |
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| 5     |                | **Shop Drawings:** (attached Shop Dwg. Log)  
Review of upcoming submission (by trade)  
Status of past submission (by trade) |          |          |          |              |                  |
| 6     |                | **Review of RFI**s (Attach updated RFI Log)  
Information required (by trade) |          |          |          |              |                  |
| 7     |                | **Quality of Work/Inspections:**  
Field Inspection Reports (attach and review)  
Mock ups  
Standards being met?  
Review of workmanship  
Controlled inspection schedule  
Other inspections, i.e. DOB, Fire Dept., etc.  
Walk-throughs  
QA Report Card findings |          |          |          |              |                  |
| 8     |                | **Document Maintenance/Updating:**  
Updated drawings, etc., as-builts  
Audit documentation  
Controlled inspection documentation |          |          |          |              |                  |
| 9     |                | **Change Order Status:** (attach updated CO Log)  
New CO conditions; completion of  
Discovery Memos  
Status of existing COs  
Identification of all CO’s to be negotiated following this meeting or within the next two weeks (by trade)  
ID of CO’s that were negotiated following the last meeting or in the previous two weeks (by trade) |          |          |          |              |                  |
| 10    |                | **Payment Status:** (attach updated Payment Log)  
Delays in payments  
Payments to subcontractors |          |          |          |              |                  |
| 11    |                | **Other Issues or Items:** |          |          |          |              |                  |
The minutes above reflect decisions and agreements made collectively at this meeting. All attendees are to review these minutes carefully and are to be prepared to answer any questions at the next meeting. All corrections and/or additions to these minutes must be sent in writing within one week of receipt or the minutes will stand as recorded.

**Minutes Prepared By:**

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<th>Print Name</th>
<th>Title/Company</th>
<th>Signature</th>
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**Attachments:**
- RFI Log
- Change Order Log
- Project Schedule
- Payment Log (by contract)
- Shop Drawing Log (by contract)
- Attendance Sign-in Sheet
- Field Inspection Report(s)

List here all persons, other than attendees, who are receiving a copy of this meeting minutes.

**Attendees: (attach sign-in sheet)**

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<th>Name</th>
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Outline of Construction Meeting Notes (continued)