

## 5/F3 AGENDA FOR CONTRACT ADMINISTRATOR'S SITE PROGRESS MEETING

Job no:

Job title:

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### Agenda for site progress meeting

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#### ACTION

- 1 Minutes of last meeting  
(or introductions if it is the first meeting)
- 2 Contractor's report
  - General report
  - Subcontractor's meeting report
  - Progress and programme
  - Causes of delay
  - Health and safety matters
  - Information received since last meeting
  - Information and drawings required
  - Contract administrator's instructions required
- 3 Site inspection report
  - Site matters
  - Quality control monitoring
  - Lost time
  - Tests observed and verified
- 4 Engineers' reports
  - Structural works
  - Mechanical works
  - Electrical works
- 5 Cost consultant's report
- 6 Communications and procedures
- 7 Building Contract completion date
  - Likely delays and their effect
  - Review of factors from previous meeting
  - Factors for review at next meeting
  - Revision to completion date
  - Revisions required to programme
- 8 Any other business
- 9 Date of next meeting