1. Project Name: ___________________________ Project No: __________
2. Architect: ___________________________ Contractor ___________________________
3. Date: ________________
4. Meeting Participants (Please sign and attach attendance Sheet.)
5. Review and approve minutes of last month’s meeting. (Please read minutes prior to attending meeting.)

Discuss compliance and/or coordination of DPW Policies.

6. Discuss work quality and safety.
7. Review of any Construction Observation Reports and/or Correspondence.
8. Discussion of, and/or conclusions to the following technical concerns:
   a. Structural
   b. Mechanical
   c. Electrical
   d. Architectural
   e. Civil
   f. Others
10. Review of Shop Drawings and Submittals.
11. Schedule of Values and Upgraded Construction Schedule. (Please indicate how far ahead or behind the project is, and why. The contractor is to furnish a narrative report explaining how to get the project back on schedule if it is delayed.)
12. Review Planned Progress during the up-coming month.
   a. ASI’s
   b. RFI’s
   c. CCD’s
   d. PR’s
   e. Change Orders
   a. Submitted Date
   b. Approved Date
   c. Unresolved Problems
17. Division of Public Works concerns.
18. Other business.
19. Date and location of next Monthly Meeting.