

Weekly Construction Project Progress Meeting Agenda

Meeting Details

- **Date:**
- **Time:**
- **Location:**
- **Project Manager:**

Meeting Objective

To monitor construction project progress, address on-site challenges, ensure compliance with safety and quality standards, and assign action items to maintain schedule and budget.

Agenda

Time	Duration	Topic	Presenter/Lead	Notes

Task Follow-Up & Action Items

Task Description	Assigned To	Due Date	Status/Notice

Additional Notes

- **Pre-Meeting Preparation:**
- **Next Meeting:**
- **Attachments:**