Minutes of Meeting (MoM) – Construction Site Visit

Date: 25/05/2025

Time: Afternoon (2:30 PM – 4:00 PM)

Location: Flat Number 4041, Jasola, New Delhi

Project Name: [Project Title or Name]

Meeting Type: Progress Review and Coordination

Meeting Conducted By: Mr. Khwaja (Client), Nikesh (Site Coordinator), Rachana Pal & Prabhat Arya (Architects)

# Attendees

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Designation** | **Organization/Company** | **Contact Info** |
| Mr. Khwaja | Client | - | - |
| Mr. ABC | Client | - | - |
| Nikesh | Site Coordinator | - | - |
| Rachana Pal | Architect | - | - |
| Prabhat Arya | Architect | - | - |

# Agenda

* Drawings discussion and confirmation of accuracy
* Completion of pending works at the earliest
* Strategies to accelerate site progress
* Final approvals and clarifications

# Key Discussions & Decisions

- All drawings reviewed and confirmed as accurate by the architects and client.

- Site coordinator to prioritize and finish the pending works on high priority.

- Team discussed measures to improve workflow and manpower for faster site completion.

- Final approvals were given on minor layout changes and clarifications addressed.

# Site Observations

* Overall construction progress is satisfactory.
* Electrical works and carpentry are ongoing.
* Site is maintained well with adequate safety protocols.

# Client Approvals/Instructions

* Approved layout as per latest drawing revision.
* Requested completion of A.C. line works and revised electrical point markings.

# Concerns Raised

- Changes in the electrical points between site and drawings.

- A.C. pipe cutting and wall coordination to be completed by Tuesday.

- Final selection of lighting fixtures required.

- One-week work schedule to be submitted to the client.

- Updated revised drawings to be shared as per today's discussion.

- Plumbing work to be initiated this week.

- Bathroom waterproofing details and execution plan needed.

# Next Steps

* Submit revised electrical drawings within 2 days.
* Complete pending wall cuttings for A.C. pipes by Tuesday.
* Prepare and submit one-week work schedule.
* Initiate plumbing and waterproofing works as planned.

# Next Meeting Schedule

Date: [Insert Date]

Time: [Insert Time]

Location: [Site / Office / Online]

# Signatures

Name | Designation | Signature | Date

Mr. Khwaja | Client | \_\_\_\_\_\_\_\_\_\_\_\_ | 25/05/2025

Nikesh | Site Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_ | 25/05/2025

Rachana Pal | Architect | \_\_\_\_\_\_\_\_\_\_\_\_ | 25/05/2025

Prabhat Arya | Architect | \_\_\_\_\_\_\_\_\_\_\_\_ | 25/05/2025