

Table 6-2: Progress Meeting Agenda

Title	Progress meeting agenda	SF 10
No	Item	Action
1	Minutes of Previous Meeting	
2	Progress	
3	Progress vs. Programme	
4	Programme	
5	Site Safety, Security and Welfare	
6	Staff Matters	
7	Labour and Material Returns	
8	Working Hours	
9	Coordination with other works	
10	Sub-Contractors	
11	Work Methods	
12	Site Instructions	
13	Financial	
14	Handover	
15	Any other Business	
16	Next Meeting	
	Attachments:	