

- D. The Contractor shall record observations and distribute copies of Report and signed Site Handover Certificate to participants within one week after meeting.

#### **6.1.4 Start-Up Meeting**

- A. The Engineer will schedule a meeting.
- B. Attendance required: representatives of DMAT, Engineer, Contractor and any Subcontractors.
- C. Agenda: See Section Attachments.
- D. The Engineer will record minutes and distribute copies within one week after meeting to participants.

#### **6.1.5 Progress Meetings**

- A. The Engineer will schedule and administer weekly meetings throughout progress of the Work.
- B. The Engineer will make arrangements for meetings as necessary, prepare agenda with copies for participants and preside at meetings, throughout progress of the Work.
- C. Attendance required: representatives of DMAT, Engineer, Contractor, Subcontractors, and Suppliers etc. as appropriate to agenda topics for each meeting.
- D. Agenda: See Section Attachments
- E. The Engineer will record minutes and distribute copies within one week after meeting to participants and those affected by decisions made.

#### **6.1.6 Handing Over Inspection/Meeting**

- A. The Contractor shall include Handing over Schedule in Programme of Work.
- B. The Contractor shall notify DMAT and the Engineer one week in advance.
- C. The Contractor shall require attendance of parties directly affecting, or affected by, work of the specific section.
- D. The Contractor shall provide documentation as required by Section 01700.

### **6.2 Part 2 Products**

Not used