

**SECTION 01 31 19  
PROJECT MEETINGS**

**PART 1 - GENERAL**

**1.01 SCOPE:**

- A. This Section specifies administrative and procedural requirements for project meetings including, but not limited to:
  - 1. Pre-construction conference.
  - 2. Coordination meetings.
  - 3. Progress meetings.

**1.02 PRE-CONSTRUCTION CONFERENCE:**

- A. Schedule a pre-construction conference and organizational meeting at the Project site or other convenient location no later than 15 days after execution of the Agreement and prior to commencement of construction activities. Conduct the meeting to review responsibilities and personnel assignments.
- B. Attendees: The Owner, Architect and their consultants, the Contractor and its superintendent, major subcontractors, manufacturers, suppliers and other concerned parties shall each be represented at the conference by persons familiar with and authorized to conclude matters relating to the Work.
- C. Agenda: Discuss items of significance that could affect progress including such topics as:
  - 1. Tentative construction schedule.
  - 2. Critical work sequencing.
  - 3. Designation of responsible personnel.
  - 4. Procedures for processing field decisions and Change Orders.
  - 5. Procedures for processing Applications for Payment.
  - 6. Distribution of Contract Documents.
  - 7. Submittal of Shop Drawings, Product Data and Samples.
  - 8. Preparation of record documents.
  - 9. Use of the premises.
  - 10. Office, Work and storage areas.
  - 11. Equipment deliveries and priorities.
  - 12. Safety procedures.
  - 13. First aid.
  - 14. Security.
  - 15. Housekeeping.
  - 16. Working hours.

**1.03 PROGRESS/COORDINATION MEETINGS:**

- A. Conduct progress meetings at the Project site on a schedule coordinated with Owner and Architect. Notify the Owner and Architect of scheduled meeting dates. Coordinate dates of meetings with preparation of the payment request.
- B. Attendees: In addition to representatives of the Owner and Architect, each subcontractor, supplier or other entity concerned with current progress or involved in planning, coordination or performance of future activities shall be represented at these meetings by persons familiar with the Project and authorized to conclude matters relating to progress.
- C. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other

items of significance that could affect progress. Include topics for discussion as appropriate to the current status of the Project.

1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
  2. Review the present and future needs of each entity present, including such items as:
    - a. Interface requirements.
    - b. Time.
    - c. Sequences.
    - d. Deliveries.
    - e. Off-site fabrication problems.
    - f. Access.
    - g. Site utilization.
    - h. Temporary facilities and services.
    - i. Hours of work.
    - j. Hazards and risks.
    - k. Housekeeping.
    - l. Quality and work standards.
    - m. Change orders.
    - n. Documentation of information for payment requests.
- D. Reporting: No later than 5 days after each progress meeting date, the Architect will distribute copies of minutes of the meeting to the Contractor and the Owner. Include a brief summary, in narrative form, of progress since the previous meeting and report.
1. Schedule updating: Revise the construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.

**- END OF SECTION -**