

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CONSTRUCTION PROGRESS MEETINGS	FMEP-P-0720	Rev. No. 0
	Page 1 of 1	

1.0 PURPOSE

To provide the details of the Construction Progress Meeting.

2.0 GENERAL

The purpose of the Construction Progress Meeting is to discuss/review all pertinent project information.

3.0 PROCEDURE

The information below contains the details associated with the Construction Progress Meeting.

- a. The Construction Progress Meeting shall be conducted on the frequency as defined in Division 1 of the specifications (usually bi-weekly), but may be of greater or lesser frequency as the project requirements change.
- b. The party responsible for calling and leading, as well as recording the minutes of the progress meetings, are defined in the project specifications Division 1.
- c. If the specifications require Science Applications International Corporation (SAIC) to set and run the meeting, it shall be conducted by the Contracting Officers Technical Representative (COTR), with an administrative person to record the meeting minutes using the Expedition Project Controls Section (see Exhibit A). A copy of Exhibit A shall be forwarded to the appropriate personnel.
- d. If the specifications require someone other than SAIC to be responsible for conducting the progress meeting (such as the Contractor or A&E firm), then SAIC's COTR and/or the Project Manager shall attend and address all issues/concerns from the owner's perspective.
- e. A list of possible agenda/topics is included (Exhibit B) as a guide of items to be covered.

FMEP-P-0720 Exhibits

Exhibit A-Meeting Minutes (3 pages)

Exhibits B-Sample Agenda (1 Page)