Provided below are the agenda items typically required by the Owner for Progress Meetings. Guidance provided in agenda items does not revise the requirements of the Agreement.

Instructions:  
1. Create an agenda for the meeting by using this form or copying the contents into another format.  
2. Secure a record of attendance.

AGENDA

1. **Review progress** since previous meeting
2. **Construction and field observations**
3. **Weather delays**
4. **Allowances**, including unit price base quantities, and need for interim increase or readiness for final reconciling decrease.
5. **Environmental permits compliance**, including storm water when applicable.
6. **Anticipated progress** until the next meeting
7. **Updated progress schedule** review
8. **Problems**, conflicts, impediments
9. **Corrections** to restore the schedule
10. **Construction Schedule** review of revisions
11. **Commissioning** and due dates
12. **Closeout issues** if SC is due soon
13. **Submittal review**
14. **Pending from Contractor**
15. **Pending with Designer**
16. **Review Project Logs**
17. **Commissioning** observation
18. **Action Items**
19. **RFI** – Requests for information
20. **Minor Changes**
21. **RFP** – Requests for proposals
22. **HPBr** and status of closeout verification
23. **Confirm next meeting** appointment
24. **Record Documents** check to validate they are current
25. **Sign unexecuted Change Orders**
26. **Review and certify** the current Application for Payment

END