

CONTRACTUAL PROGRESS MEETING AGENDA

ITEM	TITLE	PURPOSE AND CONTENT
1	Attendance	Attendance register to be signed, with provision for further names and details to be added for people outside the meeting to also receive minutes; apologies formally noted; the point of attendance is emphasised to contribute to the promotion of a disciplined and involved commitment from all persons and companies involved in the contract.
2	Introduction	One-minute overview by chairman of relevant issues from previous meetings and main expectations and points of concern for this meeting; setting the tone, pace and focus of the meeting.
3	Minutes of Previous Meeting	All participants must take collective responsibility for the correctness and purposefulness of the minutes as contractual record as well as ongoing contract directive; minutes, with adjustments as approved by the meeting, to be signed by the contracting parties to encourage disciplined approach as well as emphasising the importance of upholding and acting to a contractual relationship.
4	SHE and IR	High level summary to be tabled in meeting (preferably circulated beforehand); meeting to accept (with queries as necessary) that SHE records and activities are up to date and up to standard.
5	Progress	High level summary report of programme and progress, with tabling of items of concern and challenges to be managed; meeting to accept (with queries as necessary) that programming and progress reporting is correct, adequate and up to date.
6	Technical	Contractor's site manager to provide statement on whether works are correctly erected and installed, quality management and technical issues that require attention (engineering, design, specifications, drawings, practical execution); the Engineer to state opinion on technical compliance, quality management, discuss contemporary technical issues and provide direction on addressing current technical issues. Note that issues are discussed in heads and titles only, but that resolution in detail occurs outside the meeting.
7	Quality	Quality management report, focused on items by exception.
8	Payment	Contract Value, Contractor and Engineer to state whether payments are flowing regularly, any issues with payment certification and actual payments.
9	Instructions and Variations	Site Instruction, Variation Order and other site documentation registers to be tabled (to be appended to minutes), and attention attracted to items of concern, if any.
10	Contractual	Record status of contract document and signing at first, and later on amendment register; raise contractual issues that are not resolved, and list claims, EWN's and more importantly, issues that are causing unease and uncertainty.
11	Correspondence	The Contract Administrator to provide Correspondence Register to be appended to minutes and draw attention to contractual correspondence that is not yet dealt with to conclusion.
12	Information Required	List of information required by Contractor and by Engineer respectively. Check that previous requests have been met.
13	General	Any other topics or information relevant to the contract and relationship. Discussion allowed subject to chair's ruling on relevancy.
14	Next Meeting	Confirm time, date, location and required attendance of next meeting.

NUMBER	VERSION	TITLE	APPLICATION
DVM07-001	1.0	Contractual Progress Meeting Agenda	Used as a guideline during Contractual Progress Meetings.

