

Distribution	SUBJECT	Date
	WEEKLY MEETINGS	09-01-2014

WEEKLY MEETING

Every Friday, the Project Manager and Superintendent will hold a meeting at 10:00 a.m. in the construction office. The Project Manager will fax and mail one copy of the meeting record to the main office. The meeting will cover:

1. Schedule for upcoming week
2. Clean-up, parking and other general issues
3. Any sub who wishes to discuss a problem with another sub
4. Distribute copies of weekly schedule to each sub

EXAMPLE

Project 55 File 446

Scenic Vista APARTMENTS

JOB MEETING REPORT

DATE 9/5/2014

COMPANY NAME

REPRESENTATIVE

Flynn Development Corporation

Ima D. Super

Flynn Development Corporation

Just D. Helper

ABC Plumbing

Joe Jones

XYZ Electric

Sparky Watt

Abes Air Conditioning

Ima Kool

Bills Carpet

William Knapp

Florida Utilities

Ray Piper

PROJECT MANAGER-FAX TO 727-754-8468 SAME DAY AS MEETING