
1.0 PROJECT MEETINGS

- 1.1 Organize and Chair project meetings on Site, on a bi-weekly basis on a date and time agreed to by the Consultant. Notices stating the time and place shall be faxed to the Owner's Representative's, Consultants, Subcontractor's and/or other persons whose presence is required.
- 1.2 The Contractor will keep job site minutes of meetings indicating the following:
 - 1.2.1 List of persons attending.
 - 1.2.2 Decisions taken.
 - 1.2.3 Instructions required or issued.
 - 1.2.4. All matters discussed.
- 1.3 Within seven days of meetings submit copies of minutes to all present at meetings and to any other person, company, or organization as necessary.

2.0 PROGRESS REPORTS

- 2.1 Keep permanent written report on Site of progress of the Work in a large three ring binder. This record to be open to review of the Consultant. A copy to be furnished to the Consultant upon request.
- 2.2 Record to show dates of commencement and completion of trades and parts of the work coming under the Contract, including reports on daily weather conditions, excavation work, erection and removal of forms, and other similar pertinent information.
- 2.3 Report delays (and potential delays) giving reason for delay and action being taken to resolve the problem.
- 2.4 Contractor to report on the last 2 weeks construction activity and the planned next 2 weeks of construction activity

END OF SECTION