|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | [Company Name] | |
|  |  |  |  |  |
| Construction Meeting Agenda | | | | | | |
|
| **Date** |  | |  |  | **Start Time** |  |
| **Location** |  | |  |  | **End Time** |  |
| **Meeting Title** |  | |  |  |  |  |
|  |  |  |  |  |  |  |
| **ATTENDEES** | | | | | | |
| **Attendee's Name** | | **Dept./Company** | | **Contact Information** | | |
|  | |  | |  | | |
|  | |  | |  | | |
|  | |  | |  | | |
|  | |  | |  | | |
|  | |  | |  | | |
|  | |  | |  | | |
|  |  |  |  |  |  |  |
| **ACTION ITEMS FROM PREVIOUS MEETING** | | | | | | |
| **Action** | | | **Taken by** | | **Due Date** | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
|  |  |  |  |  |  |  |
| **AGENDA ITEMS** | | | | | | |
| **Agenda Item Description** | | | **Presented by** | | **Start Time** | **Duration** |
|  | | |  | |  |  |
|  | | |  | |  |  |
|  | | |  | |  |  |
|  | | |  | |  |  |
|  | | |  | |  |  |
|  | | |  | |  |  |
|  | | |  | |  |  |
|  | | |  | |  |  |
|  | | |  | |  |  |