



## Site Meeting Agenda

- 1.0 Previous Minutes
- 2.0 RFIs
- 3.0 Design
- 4.0 Material Submittals
- 5.0 Procurement & Program
- 6.0 Drawings Submittals & Drawing Program
- 7.0 Benchmarking / Quality Control
- 8.0 Local Authorities Approval
- 9.0 Testing and Commissioning & Program
- 10.0 Operations and Maintenance Manuals
- 11.0 As Built drawings
- 12.0 Client Training
- 13.0 Handover
- 14.0 Any Other Business
- 15.0 Date of Next Meeting