Minutes of Meeting (MoM)

Construction site and coordination meeting

Project		**MoM number**	MoM-
Meeting type	Weekly coordination / Site progress / Design review	**Date**	
Venue		**Time**	: to :
Chaired by		**Minutes prepared by**	

Attendees

No.	Name	Firm / agency	Discipline / role	Present / apologies
1				
2				
3				
4				
5				
6				
7				
8				

Items

Number each item with the meeting number (12.1, 12.2…) so it can be traced in later meetings. Record the decision, not the discussion.

No.	Item & location	Discussion & decision	Action by (firm, person)	Due	Status	Drawing ref. & rev.
.1						
.2						
.3						
.4						
.5						
.6						
.7						
.8						
.9						
.10						

Items carried forward from earlier meetings

Item no.	Item & location	Action by	Original due	Status / update

Next meeting and sign-off

Next meeting	Date, time, venue	**Previous minutes**	Accepted / accepted with corrections
Issued by	Name, firm	**Issued on**	
Distribution		**Acknowledged by**	All agencies with actions