

Quality Meeting Agenda

Project Name: _____

Project Number: _____

Project Representative: _____

BMD Contractor Representative: _____

Meeting Date: _____

Attendees:

Name	Initials	Position	Company

(* denotes staff that were not present in the room, however, were linked in by video or phone only)

Apologies:

Name	Initials	Position	Company

No.	Agenda / Actions	Comment	Action by
1.0	Pre-Award Evaluation Review		
1.1	Agreement on quality management system the project is working under		
1.2	Communicate additional elements project is to use		
2.0	Quality		
2.1	Identify any key site risks or client issues and communicate.		
2.2	Advise of any relevant business items to be communicated.		
2.3	Confirm quality expectations and consequences of not meeting project requirements		
2.4	Confirm project roles and responsibilities		
2.5	Confirm Inspection and Testing requirements		
2.6	Confirm Document Control		
2.7	Monitoring & Review process		
3.0	Additional Items Discussed		
3.1			
3.2			