

Operational Meeting Minutes

SF 3.3

Meeting called by:	
Chairman:	
Minutes:	
Attendees:	
Apologies:	
Time & Date:	

	Comment	Action By
	PROJECT MANAGEMENT Brief by project Managers on all jobs in progress and upcoming tenders TENDERS Due this Week Unsuccessful Tenders / Tender Feedback Tender Negotiations Tender Site Visit VARIATIONS	
	TENDER PROCESSES GENERAL BUSINESS & FINANCE RETENTIONS IFAS / CONTRACTS FOR CONTRACTORS	

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	HUMAN RESOURCES & TRAINING STAFF LEAVE	
	HUMAN RESOURCES & TRAINING	
	STAFF LEAVE	
	SAFETY LOST TIME INJURY RATES / WEEKLY STATIC PERFORMANCE – TBA – TO BE DISCUSSED 1ST MEETING OF EACH MONTH	
	PLANT & MACHINERY	
	IEOP	
	FEDERAL ACCREDITATION	
	LEGAL UPDATES	
	ENVIRONMENTAL	
	CONCLUSION	ALL
		CHAIR

I, (insert name) , confirm these minutes are a true and correct record.

Signature:

Date

ACTION LIST FROM MEETING

Item #	Action	Due By	By Whom	Progress
1				