

Commercial Project Pre-Construction Minutes

Project Name

Location

Date

Time

Attendees

| Name | Company | Role | Contact Info |
|------|---------|------|--------------|
| | | | |
| | | | |

Agenda Topics

Project Overview

Scope of Work

Project Schedule

Safety Protocols

Site Logistics

Questions & Answers

Action Items

| Action Item | Responsible Party | Due Date | Status |
|-------------|-------------------|----------|--------|
| | | | |
| | | | |

Additional Notes