

# Daily Site Progress Meeting Minutes

Date:

Project:

Location:

Time:

Meeting No.:

Minutes Prepared by:

Attendees:

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## 1. Work Progress

Today's Activities:

Progress Achieved:

Key Materials/Equipment Used:

## 2. Issues / Concerns

## 3. Safety

Safety Observations / Incidents:

## 4. Instructions / Decisions Made

## 5. Plans for Tomorrow

## 6. Other Notes