

Weekly Foreman Coordination Meeting Minutes

Date: _____

Time: _____

Location: _____

Facilitator: _____

Attendees: _____

Agenda

Safety Topics

Previous Action Items

Action Item	Responsible	Status/Comments

This Week's Activities

Discipline/Trade	Scope of Work	Location	Start Date	End Date	Foreman

Coordination Issues

New Action Items

Action Item	Responsible	Due Date

Next Meeting

Date: _____

Time: _____

Location: _____