Cedar Rapids Public Works Department
Standard Operating Procedure

Procedure Name: Progress Meetings		**Approved By:** Taylor Burgin
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Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage		

Purpose:
To summarize and document the process for conducting on-site construction progress meetings.

Procedures:
These tasks are typically performed by the Construction Project Manager.

1. Set the meeting date and time
    a. The meetings are typically held at the same time and on the same day each week.
    b. The frequency of progress meetings is determined on a project-by-project basis and will depend on the complexity of the work involved. They are typically held every other week however, they may be held weekly on more complex projects with expedited schedules.

2. Set the meeting location
    a. Meetings are held at the on-site job trailer or at a mutually convenient location on the project site.

3. Email the Outlook invitation to all necessary parties
    a. Attendees should include the Construction Inspector, Construction Project Manager, Project Manager, Prime Contractor, Sub Contractor(s), Utility Owner(s), and other Stakeholder(s)
    b. The Consultant should be included on the meeting invitation but is often not required at every meeting. The Construction Project Manager will email the Consultant prior to any meetings at which their attendance is needed.

4. Attend meeting and take minutes
    a. The current progress schedule will be presented and agenda topics will be discussed in regards to details of the design and progress of the work. Prior action items will be closed and new action items will be assigned as necessary.
    b. Clearly identify action items, due dates, and assigned party. Critical decisions and approaches for work execution should be agreed upon and recorded along with appropriate documents that are part of the meeting handouts.
    c. Refer to template: Progress Meeting Minutes
    d. Save the document in .pdf format as "[Contract No] Progress Meeting [YYMMDD] (ex: 3012094-06 Progress Meeting 210403) in PROJECT MANAGEMENT > PROGRESS MEETINGS.

5. Email the minutes to all attendees
    a. The CPM shall save the email in PROJECT MANAGEMENT > PROGRESS MEETINGS to verify time and date that the report was sent.