**PROGRESS MEETING #**

PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREPARED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTENDING:

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| --- | --- | --- | --- |
| Name | Company | Cell Phone | Email |
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PROGRESS ACCOMPLISHED LAST WEEK:

PROGRESS PLANNED THIS WEEK:

PROBLEMS OCCURRED:

ACTIONS REQUIRED:

OTHER ISSUES/CONCERNS:

ADDITIONAL INFORMATION NEEDED:

Remarks: Any disputes regarding information in this report must be addressed in writing within ten (10) calendar days from the date this report was mailed. If no response is received, the Contractor is in agreement with this accounting.