



Construction Meeting Minutes

Prepared by: [Your Name]

Meeting Date and Time: February 10, 2050 - 10:00 AM

Company Name: [YOUR COMPANY NAME]

Location: Construction office in Springfield, IL 62702

Attendees

The following key project stakeholders were in attendance:

- Mr. Robert Harris - Project Manager
- Ms. Allison Carter - Architectural Lead
- Mr. Mark Thompson - Site Supervisor
- Ms. Patricia Lewis - Structural Engineer
- Mr. Richard Turner - Procurement

Meeting Agenda

The meeting commenced with Mr. Harris providing a comprehensive overview of the project's purpose, the scope of work, and timeline. This was followed by Ms. Carter presenting crucial architectural considerations that underlined the urgent need for efficient collaboration between the design and execution phases. Mr. Thompson then provided his preliminary site assessments and discussed potential challenges that might arise during the renovation.

Decisions Made

Agenda Item	Decision
Project Overview	Aligned on purpose, scope, and timeline
Architectural Design	Urgency of collaboration between design and execution phases
Preliminary Site Assessments	Prepared for potential renovation challenges

Action Items

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