

Description	N/A	✓	Notes
1. Schedule of meeting			
2. Who will record and distribute minutes			
3. Format of minutes			
4. General communications			
5. Procedures for distribution and routing and for the review and/or approval of information, including:			
a. correspondence			
b. shop drawings, including format, turn-around time, etc.			
c. samples, including mock-ups and schedule			
d. substitutions			
e. tests and inspections, including identifying companies and reporting circulation			
f. progress payments			
g. change orders, including procedure and forms			