

Task	Responsibility and Information Flow	Notes
<p>Attend regular site meetings</p> <p>General agenda/expectations:</p> <ul style="list-style-type: none"> ▪ Be familiar with progress of the project prior to the meeting ▪ Communicate the client's expectations to the construction team ▪ Ensure good communication between all parties ▪ Exchange and transmit technical information such as shop drawings ▪ Provide a structured opportunity for site review ▪ Resolve problems and discuss all relevant design and construction issues ▪ Assist in making judgments and determinations ▪ Review construction and submittal schedules and current progress claims ▪ Review status of RFIs, deficiencies, punch lists, etc. 	Architect and consultants	Generally, these regular site meetings are also known as owner-architect-contractor (OAC) meetings
<ul style="list-style-type: none"> ▪ Review and/or record meeting minutes and review any outstanding issues from previous site meetings. Note: Site meeting minutes are usually recorded by the contractor and distributed within 48 hours; review issued minutes for accuracy ▪ Review quality-related issues and questions ▪ Review contractor's 2–3 week "look ahead" schedule, which indicates planned activities for that time frame ▪ Review contractor schedule to confirm substantial performance date 		
<p>Attend trade-related pre-construction meeting before construction work of that trade starts:</p> <ul style="list-style-type: none"> ▪ To establish quality expectations ▪ To understand trade procedures ▪ To review specific trade-related work prior to start ▪ To afford trade opportunity to ask questions about details and propose alternatives 	Architect and general contractor	Trades requiring pre-construction meetings are usually noted as such in the specifications.