

[DATE]

[FULL NAME]

[JOB TITLE]

[COMPANY NAME]

[COMPLETE ADDRESS]

**Re: Meeting Outcome Report**

Dear Mr./Ms. [SURNAME]:

I am writing this letter in relation to the upcoming monthly construction progress meeting this [DATE]. Enclosed is a report on the desired outcome of the meeting based on the matters to be discussed by the participants. Please take note of the changes made to the agenda and discussions included in this report and kindly make the necessary changes as applicable. Most of the discussions and matters in the previous month’s meeting were used as a basis for the outcome report, so it can be safely presumed that there will only be few changes to the said agenda. In this regard, please submit your revised monthly meeting agenda on or before [INSERT DATE]. Your timely coordination in this matter will be highly appreciated.

For your questions or concerns, you may contact or email me directly at [CONTACT NUMBER] or [EMAIL ADDRESS].

All the best,

[INSERT FULL NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

**General Outcome**

1. Coordinate project tasks to be completed next month and detail issues that require resolution.
2. Finalize government requirements and changes to the design criteria.
3. [INSERT OTHER GENERAL OUTCOMES]

**Line Item Outcomes**

|  |  |  |
| --- | --- | --- |
| **Agenda/Tasks/Discussions** | **Outcome** | **Persons Responsible** |
| 1. General Instructions:* Arrive on time
* Be prepared
* Bring a copy of the agenda
* Run the meeting
* Take minutes
* - [INSERT OTHER GENERAL INSTRUCTIONS]
 | * + Expedite the transition of discussions on different matters to be taken up in the meeting.
	+ Allow participants to formulate questions in advance with respect to the matters to be discussed.
	+ Start the meeting on time and avoid extensions or postponements.
	+ [INSERT OTHER OUTCOMES]
 | [LIST NAMES OF PERSONS RESPONSIBLE] |
| 2. Review of minutes and actions from the last meeting | * Update participants on matters previously discussed and to take up other matters that are yet to be resolved.
* [INSERT OTHER OUTCOMES]
 |  |
| 3. Safety Review:* Safety report from the contractor
* Safety Report from the construction coordinator
* [INSERT OTHER ITEMS]
 | * Evaluate safety standards on and off the project fields.
* Insight on any actual safety incidents.
* [INSERT OTHER OUTCOMES]
 |  |
| 4. Presentation of site observation reports:* Personnel and prosecutions of the work
* Project Testing Log
* [INSERT OTHER ITEMS]
 | * Identification of field construction areas that require immediate remedial action
* Documentation and tracking of necessary field information consistent with the project’s test plan
* [INSERT OTHER OUTCOMES]
 |  |
| 5. Presentation of progress schedule:* + Critical Path Schedule
	+ Special Inspection Schedule
* Commissioning Schedule
* Prior Week’s Performance
* [INSERT OTHER ITEMS]
 | * + Delivery of sufficient information to the stakeholders of the actual progress of the project as of the date of the progress schedule presented.
* Identification of possible bottlenecks in the construction progress.
* INSERT OTHER OUTCOMES]
 |  |
| 6. [INSERT OTHER AGENDA/TASKS/DISCUSSIONS] |  |  |