**PAY/PROGRESS MEETING AGENDA**

**xx-xxx – Project Name**

Northwest Missouri State University

Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attendees:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Review Minutes from Prior Meeting** (Designer)
2. **Work Progress and Schedule Update** (Contractor)
3. Review work progress since previous meeting
4. Progress anticipated for next 30 days
5. Review Project Schedule (Contractor to provide written update each meeting)
6. Scheduled Substantial Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. **Submittal Status**
8. Shop Drawings and Samples (Shop Drawing Log - Contractor)
9. RFI’s (RFI Log - Designer)
10. **Changes In the Work** (Designer)
11. Requests for Proposals (RFP Log)
12. Contract Changes (Contract Change Log)
13. **Pay Applications** (Designer)
14. Review of Record Documents
15. Prior Pay Application Status
16. Current Pencil Copy Pay Application Status
17. **General Discussions**
18. General Contractor (including review of safety, security and coordination)
19. Assigned Prime Contractors / Sub-Contractors
20. Designer
21. Stakeholder(s)
22. I.T.
23. Facility Services
24. Purchasing
25. Project Manager
26. **Next Meeting Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
27. **Tour Job Site** (if Applicable)