

SECTION 01 31 19
PROJECT MEETINGS

PART 1 - GENERAL

1.01 SCHEDULING AND ATTENDANCE

- A. The Designer, in cooperation with the Owner and the Contractor, will schedule and administer a Pre-Construction Conference, periodic Progress Meetings, Special Meetings, and other called or required meetings.
- B. Representatives of the Owner and the Designer will attend.
- C. Representatives of the Contractor, Subcontractors and suppliers attending meetings shall be qualified and authorized to act on behalf of the entity each represents.

1.02 PRE-CONSTRUCTION CONFERENCE

- A. A Pre-Construction Conference will be scheduled upon the award of the Contract.
- B. The Contractor shall arrange for the following participants in the Pre-Construction Conference:
 - 1. The Contractor's Superintendent and management representative having authority to sign Change Orders.
 - 2. Major Subcontractors' representatives
 - 3. Major suppliers' representatives
 - 4. Others as desired

1.03 PROGRESS MEETINGS

- A. Progress Meetings will be scheduled and conducted at the project site when deemed advisable by the Designer.
- B. The Contractor shall arrange for the following participants in Progress Meetings:
 - 1. The Contractor's Superintendent and management representative having authority to sign Change Orders.
 - 2. Subcontractors' representatives, as befits the agenda
 - 3. Suppliers' representatives, as befits the agenda
 - 4. Others, as appropriate.
- C. Progress Meetings are intended to be a regular and frequent opportunity for a general review of the progress of the Work, aimed at identifying and mitigating impediments to timely completion and to provide an opportunity for the Contractor to submit Applications for Payment along with appropriate attachments and other submittals.
- D. Progress Meetings will be scheduled and conducted until final completion.

- E. Proceedings of these meetings will be recorded and the Contractor will be furnished copies for its use and for distribution to Subcontractors, material suppliers and vendors.

1.04 SPECIAL MEETINGS

The Contractor and its Subcontractors and Suppliers shall attend Special Meetings as deemed necessary and requested by the Designer.

END OF SECTION