# MINUTES OF MEETING

# Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEETING NAME :** Technical Meeting No.

**DATE & TIME :**

# VENUE :

**ATTENDEES :** Name………………………. Company ……………………….

Name………………………. Company ……………………….

Name………………………. Company ………………………. Name………………………. Company ………………………. Name………………………. Company ………………………. Name………………………. Company ………………………. Name………………………. Company ……………………….

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**TAKEN BY :** Name………………………. Project Alliance Co., Ltd.

**REVIEWED BY :** Name………………………. Project Alliance Co., Ltd.

**DISTRIBUTION :** All Attendees

Site Circulation

**ATTACHMENT :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Contractor Name**  **/** no. of Pages | **Contractor Name**  **/** no. of Pages | **Contractor Name**  **/** no. of Pages | **Contractor Name**  **/** no. of Pages |
| 1. | RFI Log | - | - | - | - |
| 2. | RFC Log |  |  |  |  |
| 3. | RFA-Shop Drawing Log | - | - | - | - |
| 4. | RFA-Material Log | - | - | - | - |
| 5. | RFA-General Log | - | - | - | - |
| 6. | NCR Log | - | - | - | - |
| 7. | RFV Log | - | - | - | - |
| 8. | Other Document | - | - | - | - |
|  |  |  |  |  |  |

| **ITEM** | | **ISSUE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **ACTION** | | | | | | | | | **DATE** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | | **Purpose of Meeting** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | **-** | | | | | | |
| 1.1 | | To follow up all works progress by comparing with committed program, identify and solve all problems including safety issue, review progress of material supply by owner items, follow up progress of design revision and comment from consultants on design issues, follow up all document (RFA, RFI, RFV, VO, etc.) administration. | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | - | | | | | | |
| **2.** | | **Previous Minutes Acceptance** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | **-** | | | | | | |
| 2.1 | | PAC haven’t been advised any comments on the last minutes of meeting. Therefore, the minutes were deemed accepted by recipients. | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | - | | | | | | |
| **3** | | **Notification to advise or inform** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | **-** | | | | | | |
| 3.1 | | (Input) | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| **4** | | **Status of RFI, RFC, RFA, NCR, RFV and Other Document** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | **-** | | | | | | |
| 4.1 | | Status of Request for Information (RFI) (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | - | | | | | | |
| Contractor | | | | | Submitted (No.) | | | | Replied  (No.) | | | | | Cancel  (No.) | | | | Remaining (No.) | | | | | | Remaining Status (No.) | | | | | | | | | | | | | | | | | | | | | |
| PAC | | | | | | | | Designer | | | | | | | | Owner | | | | | |
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| Company.......... | | | | |  | | | |  | | | | |  | | | |  | | | | | |  | | | | |  | | |  | | |  | | | | |  | | | |  | |
| Company.......... | | | | |  | | | |  | | | | |  | | | |  | | | | | |  | | | | |  | | |  | | |  | | | | |  | | | |  | |
| Company.......... | | | | |  | | | |  | | | | |  | | | |  | | | | | |  | | | | |  | | |  | | |  | | | | |  | | | |  | |
| 4.1.1 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.1.2 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.2 | Status of Request for Clarification (RFC) (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | - | | | | | | |
| Work/Trade | | | | | | | | | | Submitted (No.) | | | | | Replied  (No.) | | | | Cancel  (No.) | | | | | | Remaining (No.) | | | | | | | | Remaining Status (No.) | | | | | | | | | | | | |
| Designer | | | | | | | | | Owner | | | |
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| 4.2.1 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.2.2 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.3 | Status of RFA – Shop Drawing (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | - | | | | | | |
| Contractor | | | Submitted (No.) | | | Approved  (No.) | | | | | Cancel  (No.) | | | | | Remaining (No.) | | | | | Remaining Status (No.) | | | | | | | | | | | | | | | | | | | | | | To be Re-Submitted | | |
| PAC | | | | | | Designer | | | | | | | Owner | | | | | | | | |
| ≤7  D | | >7 D | | | | ≤7  D | | | | >7 D | | | ≤7  D | | | | >7 D | | | | | ≤7  D | | >7 D |
| *Company Name* | | |  | | |  | | | | |  | | | | |  | | | | |  | |  | | | |  | | | |  | | |  | | | |  | | | | |  | |  |
| *Company Name* | | |  | | |  | | | | |  | | | | |  | | | | |  | |  | | | |  | | | |  | | |  | | | |  | | | | |  | |  |
| *Company Name* | | |  | | |  | | | | |  | | | | |  | | | | |  | |  | | | |  | | | |  | | |  | | | |  | | | | |  | |  |
| 4.3.1 | (Input Reason for not replying / Problem / Follow up Etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.3.2 | (Input Reason for not replying / Problem / Follow up Etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.4 | Status of RFA – Material (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | - | | | | | | |
| Contractor | | | Submitted (No.) | | | Approved  (No.) | | | | | Cancel  (No.) | | | | | Remaining (No.) | | | | | Remaining Status (No.) | | | | | | | | | | | | | | | | | | | | | | To be Re-Submitted | | |
| PAC | | | | | | Designer | | | | | | | Owner | | | | | | | | |
| ≤7  D | | >7 D | | | | ≤7  D | | | | >7 D | | | ≤7  D | | | | >7 D | | | | | ≤7  D | | >7 D |
| *Company Name* | | |  | | |  | | | | |  | | | | |  | | | | |  | |  | | | |  | | | |  | | |  | | | |  | | | | |  | |  |
| *Company Name* | | |  | | |  | | | | |  | | | | |  | | | | |  | |  | | | |  | | | |  | | |  | | | |  | | | | |  | |  |
| *Company Name* | | |  | | |  | | | | |  | | | | |  | | | | |  | |  | | | |  | | | |  | | |  | | | |  | | | | |  | |  |
| 4.4.1 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.4.2 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.5 | Status of RFA – General (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | - | | | | | | | | | - | | | | | | |
| Contractor | | | Submitted (No.) | | | Approved  (No.) | | | | | Cancel  (No.) | | | | | Remaining (No.) | | | | | Remaining Status (No.) | | | | | | | | | | | | | | | | | | | | | | To be Re-Submitted | | |
| PAC | | | | | | Designer | | | | | | | Owner | | | | | | | | |
| ≤7  D | | >7 D | | | | ≤7  D | | | | >7 D | | | ≤7  D | | | | >7 D | | | | | ≤7  D | | >7 D |
| *Company Name* | | |  | | |  | | | | |  | | | | |  | | | | |  | |  | | | |  | | | |  | | |  | | | |  | | | | |  | |  |
| *Company Name* | | |  | | |  | | | | |  | | | | |  | | | | |  | |  | | | |  | | | |  | | |  | | | |  | | | | |  | |  |
| *Company Name* | | |  | | |  | | | | |  | | | | |  | | | | |  | |  | | | |  | | | |  | | |  | | | |  | | | | |  | |  |
| 4.5.1 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.5.2 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.6 | Status of NCR (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | - | | | | | | |
| Contractor | | | | | | | Submitted (No.) | | | | | | Closed (No.) | | | | | | | | | | | | | Remaining (No.) | | | | | | | | | | | | | | | | | | | |
| Accept | | | | | | | Not accept | | | | | | In Progress | | | | | | | | | | | Overdue | | | | | | | | |
| *Company Name* | | | | | | |  | | | | | |  | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | | | | | | |
| *Company Name* | | | | | | |  | | | | | |  | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | | | | | | |
| *Company Name* | | | | | | |  | | | | | |  | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | | | | | | |
| *Company Name* | | | | | | |  | | | | | |  | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | | | | | | |
| 4.6.1 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.6.2 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.7 | Status of Request for Variation Work (RFV) (Up to date ……………….) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Note | | | | | | | | | - | | | | | | |
| Contractor | | | | Submitted (No.) | | | | Approved  (No.) | | | | Cancel  (No.) | | | | | Remaining (No.) | | | | | Remaining Status (No.) | | | | | | | | | | | | | | | | | | | To be Re-Submitted | | | | |
| PAC | | | | | | QS | | | | | | Owner | | | | | | |
| Company.......... | | | |  | | | |  | | | |  | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | | | |
| Company.......... | | | |  | | | |  | | | |  | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | | | |
| Company.......... | | | |  | | | |  | | | |  | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | | |  | | | | |
| 4.7.1 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 4.7.2 | (Input Reason for not replying: problem, follow-up, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| **5.** | **Solutions or conclusions on construction drawings, material and construction method** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | **-** | | | | | | |
| 5.1 | (Input) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 5.2 | (Input) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| **6.** | **Any Other Business** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | **-** | | | | | | |
| 6.1 | (Input) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| 6.2 | (Input) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | |
| **7.** | **Next Meeting** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **-** | | | | | | | | | **-** | | | | | | |
| 7.1 | Next meeting was to be at …….. hours on ……..at…………. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | All | | | | | | | | |  | | | | | | |

NA = Not Applicable, TBA = To Be Advised

These minutes constitute understanding in the meeting’s contents by the taker(s). Should there be any comments, please notify the taker(s) in writing within 7 calendar days after receiving these minutes. Otherwise these minutes are deemed accepted by recipients.