Purpose:

The purpose of this Standard Operating Procedure is to review general project management topics between ownership, architect, and general contractor on a weekly or bi-weekly basis. This meeting will cover topics pertaining to safety, scheduling, procurement, RFI's, submittals, change orders, design changes, etc.

Procedure:

A. It is the Project Manager's responsibility to set up OAC Meeting in Procore.

1) Meeting date and time is established by Project Manager, Owner, and Architect.
2) Create OAC Meeting General Information and Agenda in Procore.
   A) In Project Tools select "Meetings tab.
   B) In the right-hand corner, you will see the tab "Create Meeting". Click on the tab.
   C) Populate all the General Information including Meeting Number, Time, Date, Video Link, Location, etc.
   D) In overview create an agenda. This information will be included.

      (1) Safety

      (2) Schedule Review

         (a) Current Week Activities

         (b) Two Week Look Ahead

      (3) RFI Review

      (4) Submittal Review

      (5) Change Order Review

      (6) Misc. Items. Hot item buttons that need to be addressed to keep the project running smoothly.

      (7) Review weekly photos. Take photos the day before or day of and be able to show these to ownership or the design team that is not able to be on site.

   E) Attach any documents to review for the meeting including the updated schedule.

   F) In the scheduled attendees drop down box uploaded all participants that need to be part of the meeting.

   G) In agenda drop down menu you can create all agenda items that will be discussed in overview section.

H) Click “save” when all information is completed.

I) In the upper right-hand corner, there is a tab to distribute the agenda. This will send out the agenda to schedule attendees for meetings. Make sure this is distributed out before the meeting for the team to follow.

3) The Project Manager will conduct the meeting.
4) It is Project Managers responsibility to update Meeting Minutes.
   A) In the upper right-hand corner, you will see a tab that says “convert to meeting minutes” click on this tab. You can now complete all the information and fill out the meeting minutes for the agenda items that are covered.
   B) Be sure to save your notes as you go into each category when filling out the meeting minutes.
   C) In the upper right-hand corner, there is a tab to distribute the minute meetings. This will send out the meeting minutes to scheduled attendees for the meeting.
5) For the next OAC Meeting you can hit tap in upper right-hand corner that says Follow Up Meeting” Click on this and it will import all your previous information and start next meeting number.