ENFIELD Council

CONTRACT MEETING AGENDA FOR
NAME OF CONTRACT

Date:
Time:
Location:

Agenda

1. Introduction and Apologies

2. Actions from Previous Meeting

3. Contractors Report
    a. Programme Progress
    b. Spend to Date and Forecast Spend
    c. Health and Safety
    d. Risks
    e. Items awaiting instruction (CV)
    f. Items awaiting response (RFI)
    g. Resident Liaison Report

4. KPIs

5. Client/CA Matters

6. Resident Liaison Matters

7. Quantity Surveyor Matters

8. Clerk of Works Matters

9. Snagging / Defects

10. Any Other Business

11. Date of Next Meeting