SAN FRANCISCO PUBLIC UTILITIES COMMISSION INFRASTRUCTURE CONSTRUCTION MANAGEMENT PROCEDURES

SECTION: SFPUC INFRASTRUCTURE CONSTRUCTION MANAGEMENT	APPROVED:
PROCEDURE NO: 006	DATE: 6/7/2019
TITLE: MEETING MINUTES	REVISION: 1

1.0 Policy

During construction there will be scheduled and unplanned meetings at the various levels of the SFPUC Infrastructure CM Organization – Workshops are a form of meeting and should be addressed as any other meeting. Conferences between CM team members are not considered scheduled meetings and do not require meeting minutes; however the sponsor can elect to record and distribute meeting minutes using this procedure. All scheduled meetings shall conform to this procedure using the CMIS to establish meetings, meeting agenda, to record meeting minutes and action items.

Recording and filing meeting minutes is important to documenting project actions, decisions, and for tracking action items. All formal project meetings are expected to be organized with an agenda issued in advance of the meeting and any reference materials attached. Discussions and decisions on each of the agenda items are to be documented in the meeting minutes. Action items must be clearly described with a defined deliverable and due date, and a single person identified as responsible for the action.

This CM Procedure applies to all personnel working on the SFPUC Infrastructure Construction Management to the extent that their work is affected by these SFPUC Infrastructure CM Procedures and does not conflict with specific SFPUC policies or the contract under which the work is executed.

For San Francisco City agencies, all documentation may be obtained by the public through the Sunshine Ordinance. If the RE, Contractor or any other party requests that meetings be videotaped or recorded, these video or audio records may be requested by the public. If recording is requested the RE shall be responsible for recording and archiving of video and audio files.

2.0 Description

This SFPUC Infrastructure CM Procedure describes the process by which meeting sponsors prepare meeting agendas, conduct meetings, prepare Meeting Minutes, document decisions and monitor progress on action items.

3.0 Definitions

3.1 Construction Management Information System (CMIS)

The CMIS is an on-line management tool for the processing of contract documents based on established SFPUC Infrastructure CM Business Processes. It serves as a tool for effective storage and retrieval of various documents generated during a construction project. The CMIS is designed for Contractor entry and RE response directly into the system.

3.2 Meeting Sponsor

The meeting sponsor schedules and conducts regularly scheduled meetings, or initiates and conducts unplanned meetings or workshops.

Typically, the meeting sponsors are the:

- Project Manager or RE (for pre-bid and pre-construction conferences, progress meetings, or resolution of construction issues);
- Lead Inspector (for quality control and assurance related meetings);
- Environmental Monitor (for environmental compliance meetings);
- Safety Manager (for safety meetings); or
- Contractor (for contractually required meetings or workshops).

4.0 Responsibilities

4.1 Meeting Sponsor

The meeting sponsor is responsible for preparation and distribution of meeting agendas and Meeting Minutes. The meeting sponsor (or a designee) is also responsible for taking notes during the meeting, recording business and/or action items assigned at the meeting, and progressing or closing previously assigned action items.

4.2 Meeting Attendees

Prior to the start of the meeting, meeting attendees are responsible for reading the meeting agenda, completing all previous action items prior to the due dates and preparing relevant materials required for participation. Following meeting completion, attendees are responsible for reviewing the Meeting Minutes for accuracy and completeness.

5.0 Implementation

5.1 Pre-Meeting Activities

5.1.1 Meeting sponsor schedules the meeting and prepares meeting agenda in CMIS. The meeting agenda should include reviews of the status of assigned action items.

5.1.2 Meeting sponsor distributes agenda with an Action Item Report to attendees and other recipients (through CMIS or via email).

5.2 Meeting Activities

5.2.1 Meeting sponsor conducts meeting and takes notes on each agenda item including action item assignments.

5.2.2 As soon after the meeting as possible, the meeting sponsor or designee will enter the minutes and action items into the CMIS.

5.2.3 Meeting sponsor confirms attendees; adds/confirms next meeting date, time, and location; determines distribution copies.

5.2.4 If desired, meeting sponsor distributes draft Meeting Minutes to a limited designated group for comment with a deadline for response before final distribution.

5.3 Post Meeting Activities

5.3.1 Meeting sponsor receives and incorporates comments, if received before the deadline.

5.3.2 Meeting sponsor or designee issues the Meeting Minutes and updated Action Item Report (through CMIS or via email).

5.3.3 The following statement should be added at the end of all meeting minutes: "These notes will be relied upon as the approved record of matters discussed and conclusions reached during the meeting. Unless you send the author a written notice to the contrary within seven (7) days following the date of receipt of these notes, this record becomes part of the project documentation."

5.3.4 Meeting sponsor forwards the Meeting Minutes to the ADCS who will file the document following the applicable Document Control process and procedure.

    5.3.4.1 Distribution and/or notification of CM Meeting Minutes shall include the following as a minimum;

- Requested Attendees
- RE
- PE
- CM
- PM
- Operational Representative

- Environmental Monitor
- Project File

5.3.5 Meeting sponsor updates action items in CMIS based on information provided during a follow-up meeting.

6.0 <u>Other Procedural Requirements</u>

None

7.0 <u>References</u>

None

8.0 <u>Attachments</u>

006 - 1	Agenda Format
006 - 2	Meeting Minutes Format
006 - 3	Action Item Format
006 - 4	Documents Distribution List for SFPUC Infrastructure CMP No. 006
006 - 5	Revision Control Log

Attachment 006 – 1
Meeting Minutes Agenda

Create Meeting Minutes - Agenda

Meeting Minutes - AGENDA

Project Title:		Meeting No:	
Project Number:		Meeting Date:	
Subject:		Location:	
Coordinator:		Phone:	

Item No.:	Description:
A	Agenda Item #1
B	Agenda Item #2
C	Agenda Item #3

Attendees/Invitees

Initials:	Attendee/Invitee Name:	Company Name:

Prepared By:

Date:

Attachment 006 – 2
Meeting Minutes - Business Items

Create Meeting Minutes - Business Items

Meeting Minutes - Business Items

Project Title:		Meeting No:	
Project Number:		Meeting Date:	
Subject:		Location:	
Coordinator:		Phone:	

Item No.:	Description:	Start Date	Status	Priority
A	Item description and discussion			
B	Item description and discussion			
C	Item description and discussion			

Next Meeting Date:

Next Meeting Location:

Prepared By:

Date:

These notes will be relied upon as the approved record of matters discussed and conclusions reached during the meeting unless you send the author a written notice to the contrary within seven (7) days following the date of receipt of these Meeting Minutes, this record becomes part of the project documentation.

Create Meeting Minutes – Action Items

Meeting Minutes - Action Items

Project Title: [ ]   Meeting No: [ ]

Project Number: [ ]   Meeting Date: [ ]

Subject: [ ]   Location: [ ]

Coordinator: [ ]   Phone: [ ]

Item No.:	Description:	Due Date	Status	Completion Date	Priority
A	Item description and discussion				
B	Item description and discussion				
C	Item description and discussion				

Prepared By: [ ]

Date: [ ]

Attachment 006 - 4
Documents Distribution List for SFPUC Infrastructure CMP No. 006

The following personnel listed (by project position or responsibility) for Documents Distribution is a general guideline for specific CM Procedure. It is the responsibility of the ADCS to confirm and as necessary revise this list as appropriate for the specific project needs. The OE shall approve these distribution changes.

The guideline for hard copy document distribution is as follows:

1. Individual, without CMIS access, who attended a specific project meeting.
2. Individual, without CMIS access, who was mentioned or designated for action in a specific project meeting.
3. Individual, without CMIS access who has management oversight responsibilities to ensure the implementation or completion of project action.

SPECIAL REPORTS:
- Pre-Meeting Notice/Agenda
- Meeting Minutes

DISTRIBUTION:

Construction Project Field Personnel – Information Only, Not Distribution
- RE, ADCS/Project Files, TBD-Others

Construction Management Bureau
- Senior CM

Project Management Bureau
- Senior PM, PM

Engineering Management Bureau
- PE

Bureau of Environmental Management
- Environmental Monitor

Others
- TBD-for specific report

Attachment 006 - 5
Revision Control Log

Revision No.	Revision Date	What changed?
Rev 1	6/7/19	- Minor format changes - Section: 3.0; 3.1 and 3.2; changes to text - Attachments - revised - Revision Control Log - updated
Rev 0	11/14/16	Signed