For details and instructions on how to complete this document, click the [ ¶ ] icon under the Home tab to display the hidden text.

**Document Purpose**

The Meeting Minutes template provides consistent format and itemization of issues discussed in a meeting.

The Minutes of a meeting represent an invaluable source of evidence to prove or rebut claims of delay or to make clear whose duty it was to perform an Action Item. As well, Meeting Minutes serves as a review document when it comes time to measure progress.

Refer to the *Contract Administration Procedure* for further details.

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| --- | --- | --- | --- |
| **Date of Meeting:** Select the date of the Meeting. | Click here to select a date. | **Time of Meeting:** Enter the time of the meeting. |   |
| **Meeting Location:** Enter the meeting location. |   | **Minutes Issued:** Select the date the Meeting minutes were issued. |  Click here to select a date. |
|  |  |
| **Meeting Type/Purpose:** Enter the purpose or type of meeting |   |
| **Project File No.:** Enter the Department Project File Number. |   |
|  |
| **Chairperson:** Enter the person responsible for preparing, chairing, and distributing detailed Minutes of the meeting. |   |
| **Recorder:** Enter the person taking the notes for the Meeting. |   |

**Attendees**  Include representatives of management from the various parties with the authority to make decisions so as to resolve any problems that may arise; such as City personnel responsible for on-site administration of the Work and office administration; representatives of the CA (if not City personnel); Contractor’s Contract Manager and Site Superintendent; Principal sub-contractors when requested; representatives of other Contractors, utilities or other City Departments who are currently working on the site.

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| **Name** | **Initials** | **Title** | **Organization** | **Contact #** | **Email** |
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**Regrets** List the invited people who are absent.

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| **Name** | **Initials** | **Title** | **Organization** | **Contact #** | **Email** |
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| Item | **Description** | Action By |
| --- | --- | --- |

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| As a highly encouraged City of Winnipeg practice, the Chair of the meeting is required to state out loud the City of Winnipeg Treaty Acknowledgement at the beginning of the meeting. Refer to the City of Winnipeg Indigenous Relations webpage.**City of Winnipeg Treaty Acknowledgement:**I would like to acknowledge that we are in Treaty One Territory, the home and traditional lands of the Anishinaabe (Ojibwe), Ininew (Cree), and Dakota peoples, and in the National Homeland of the Red River Métis.  Our drinking water comes from Shoal Lake 40 First Nation, in Treaty Three Territory. |

|  | **Review of Last Meeting Minutes and Action Items**  | Action ByName and Date to be CompletedorIf no action is required, enter: “Information” |
| --- | --- | --- |
| 1.1 | Review errors and/or omissions reported in the Minutes of the previous meeting.Errors and/or omissions reported in the Minutes of the previous meeting. |  |
| 1.2 | Follow-up on outstanding activities/issues.Follow-up on outstanding activities / issues. |  |
| 1.3 | Approve the previous Minutes.Approve previous Minutes. |  |

|  | **Click here to enter Item heading.**  | Action ByName and Date to be CompletedorIf no action is required, enter: “Information” |
| --- | --- | --- |
| 2.1 |  |  |
|  |  |  |

|  | **Click here to enter Item heading.**  | Action ByName and Date to be CompletedorIf no action is required, enter: “Information” |
| --- | --- | --- |
| 3.1 |  |  |
|  |  |  |

|  | **Click here to enter Item heading.**  | Action ByName and Date to be CompletedorIf no action is required, enter: “Information” |
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| 4.1 |  |  |
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|  | **Click here to enter Item heading.**  | Action ByName and Date to be CompletedorIf no action is required, enter: “Information” |
| --- | --- | --- |
| 5.1 |  |  |
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Details for next meeting

Date of next meeting: Click here to select a date.

Time: Click here to enter the time of next meeting.

 Location: Click here to enter the location of next meeting.

**Meeting adjourned at**: Click here to enter time.

Report any errors or omissions in the meeting minutes within **3** **business days** to Click here to enter name at Click here to enter phone number or by e-mail at Click here to enter e-mail, otherwise these minutes are considered accurate and accepted.

|  |  |
| --- | --- |
| **Attachment(s):** Enter the title(s) of the attached documents, or enter “0” if none. | * Enter list of attachments.
 |

**Distribution** (to be completed by Chairperson) List of personnel to forward the document to. Once completed, this document should be distributed in PDF format to ensure no changes are made.

* Attendees
* Regrets
* Other: Enter names(s), Department or Company information.

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