



MINUTES OF MEETING SITE STAFF MEETING

Meeting XX-XXX:

Venue :

Date :

Time :

Attendance:

(ATTN) Attend

(A.) Absent

No	Position	Name	ATTN	A.R	Remarks
1.					Chairman
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Meeting Agenda:

No.	Description	Target Complete (Action by)
1.	Objective: The objective of a site staff meeting, specifically for the site staff members in a construction site, is to provide a platform for focused discussions, updates and coordination among the on-site personnel responsible for carrying out the construction activities.	INFO
	Purpose <ul style="list-style-type: none">– Task Assignment: To assign tasks and responsibilities to different site staff members based on project requirements, timelines, and individual skill sets. This ensures clarity and accountability in the execution of construction activities.– Resources Coordination: To coordinate work activities among different trade workers and laborers on-site, ensuring efficient utilization of resources and seamless progress of construction tasks.– Safety Briefing: To conduct safety briefings specific to on-site hazards, procedures, and precautions, emphasizing the importance of adherence to safety protocols to prevent accidents and injuries.– Material and Equipment Management: To discuss the availability, delivery schedules, and usage of materials and equipment required for ongoing and upcoming construction tasks, ensuring that there are no delays due to shortages or logistical issues.	INFO

The contents of the meeting will not only limit to the above-mentioned list



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	<ul style="list-style-type: none"> – Progress Update: To provide updates on the progress of work since the last meeting, highlighting achievements, challenges faced, and any deviations from the planned schedule. This enables the team to assess project status and take necessary actions to address issues and maintain momentum. – Problem-Solving: To identify and address any on-site issues, obstacles, or concerns encountered by the site staff during construction activities, brainstorming solutions and making decisions collaboratively to overcome challenges. – Quality Control: To discuss and reinforce quality standards, inspection procedures, and best practices for ensuring the quality of workmanship on-site, emphasizing the importance of adherence to specifications and standards. – Feedback and Communication: To encourage open communication and feedback among site staff members, providing a platform for sharing observations, suggestions, and concerns related to on-site operations, workflow, or safety. – Training and Development: To organize training sessions or toolbox talks focused on specific skills, techniques or safety practices relevant to on-site work, fostering continuous learning and improvement among the site staff. – Team Building: To foster camaraderie, collaboration, and a sense of unity among the site staff members, recognizing their contributions and reinforcing the importance of teamwork in achieving project goals effectively. 																			
	Criteria																			
	<ul style="list-style-type: none"> – Meeting to Start on Time – Punctual for every meeting – Silent the Phone and Answer any urgent call outside the meeting room – Prepared before attend meeting – Follow the minutes / agenda of meeting – Discuss 1 topic and 1 person at a time – Task Assigned with Deadline – Wrap up each Agenda – Follow time schedule – Everyone has chance to speak 	INFO																		
2.	Site Organization Chart:																			
	– Refer to Attachment 1	INFO																		
	– Trade Work Assignment to Related Staff <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="width: 10%;">No.</th><th style="width: 40%;">Trade Work</th><th style="width: 50%;">Person In Charge</th></tr> </thead> <tbody> <tr><td>1)</td><td></td><td></td></tr> <tr><td>2)</td><td></td><td></td></tr> <tr><td>3)</td><td></td><td></td></tr> <tr><td>4)</td><td></td><td></td></tr> <tr><td>5)</td><td></td><td></td></tr> </tbody> </table> *Buddy System to be apply for trade work PIC	No.	Trade Work	Person In Charge	1)			2)			3)			4)			5)			INFO
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	– Machinery Control by Related Staff																																												
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4.	Safety Division:																																												
	i. Monthly Safety Meeting																																												
	ii. Internal Safety Matter to update																																												
	iii. Security and housekeeping																																												
5.	QA/QC Division:																																												
	i. Trade Work on Job Training Progress																																												
	ii. Quality Control Finding																																												
	iii. QMS and PQP process implementation finding																																												
6.	Construction Team:																																												
	– NCR received from architect & consultant (up to date: XX/XX/XXXX)																																												
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	– Site Diary <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 25%;">TRADE</th> <th style="width: 25%;">PIC</th> <th style="width: 25%;">STATUS UPDATE</th> <th style="width: 25%;">REMARK</th> </tr> <tr><td>Structure</td><td></td><td></td><td></td></tr> <tr><td>Architecture</td><td></td><td></td><td></td></tr> <tr><td>M & E</td><td></td><td></td><td></td></tr> <tr><td>Civil</td><td></td><td></td><td></td></tr> </table> <p><i>*Site PIC to update status of site diary complete with IOW/COW signature. Pending site diary to be provided with target date to complete</i></p>				TRADE	PIC	STATUS UPDATE	REMARK	Structure				Architecture				M & E				Civil				
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	– Request For Work Inspection (RFWI) <i>*Each PIC to update status of RFWI for their own trade</i>																								
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	ii. Structure Division																								
	iii. Architecture Division																								
	iv. M&E Division																								
7.	Logistic / Store Division:																								
	i. Stock / Machinery / Tools Record update																								
	ii. Materials Request Form (MRF)																								
8.	HR / Admin Division:																								
	i. Attendance matters																								
9.	Other matters																								
	Meeting was adjourned at _____. The next meeting on _____ Date : _____ Time : _____ Venue : _____				INFO																				
	Signature:	<i>Prepared by:</i>	<i>Review by:</i>																						
	Name:																								
	Title:																								
	Date:																								
END																									

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