



## BUSINESS PARTNER MEETING SUBCONTRACTOR MEETING

### Meeting XX-XXX:

Venue :

Date :

Time :

### Attendance:

(ATTN) Attend

(A.) Absent

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

### Meeting Agenda:

No.	Description	Target Complete (Action by)
1.	<b>Objective:</b> The objective of a subcontractor meeting, specifically for the subcontractor members in a construction site, is to provide a platform for focused discussions, updates and coordination works among all subcontractor for carrying out the construction activities.	INFO
2.	<b>Purpose</b> <ul style="list-style-type: none"><li>– <b>Resources Coordination:</b> To coordinate work activities among different trade workers and laborers on-site, ensuring efficient utilization of resources and seamless progress of construction tasks.</li><li>– <b>Safety Briefing:</b> 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.</li><li>– <b>Material and Equipment Management:</b> 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.</li><li>– <b>Progress Update:</b> 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.</li></ul>	INFO



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	<ul style="list-style-type: none"> <li>– <b>Problem-Solving:</b> 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.</li> <li>– <b>Quality Control:</b> 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.</li> </ul>																					
<b>3.</b>	<b>Criteria</b>																					
	<ul style="list-style-type: none"> <li>– Meeting to Start on Time</li> <li>– Silent the Phone and Answer any urgent call outside the meeting room</li> <li>– Follow the minutes / agenda of meeting</li> <li>– Discuss 1 topic and 1 person at a time</li> <li>– Task Assigned with Deadline</li> <li>– Wrap up each Agenda</li> <li>– Follow time schedule</li> <li>– Everyone has chance to speak</li> </ul>	INFO																				
<b>4.</b>	<b>Trade (Company name):</b>																					
	i) Update on work progress of each contractor <i>(To refer based on site monitoring sheet)</i>																					
	ii) Update of Manpower, Machinery, Logistic and Material Status																					
	iii) Arising issue <i>(Work obstruction, discrepancies, design issue, etc.)</i>																					
	iv) Status on previous arising issue																					
	v) Quality issue																					
	vi) Related compliance document to submit																					
<b>5.</b>	<b>Other matters</b>																					
<b>6.</b>	Meeting was adjourned at _____. The next meeting on _____ Date : _____ Time : _____ Venue : _____	INFO																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"><i>Prepared by:</i></td> <td style="width: 25%;"><i>Review by:</i></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: right;">Signature:</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Name:</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Title:</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Date:</td> <td></td> <td></td> <td></td> </tr> </table>		<i>Prepared by:</i>	<i>Review by:</i>		Signature:				Name:				Title:				Date:				
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