Meeting Minutes & Actions Report

Every decision recorded, every action owned and followed through to closure.



Sample Project

Client: Urban City

PREPARED & SUBMITTED BY

SP Consultant

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ISSUE

November 2026

ACTION & MINUTES OF MEETING TRACKER

Sample Project

Urban City

Prepared by K. Controller
Generated: 08 November 2026

MEETING NO.	MEETING TITLE	MEETING DATE	NEXT MEETING	VENUE
PM-15	Progress Meeting No. 15	26/10/2026	02/11/2026	Site Office

SIGNED MINUTES	TOTAL ACTIONS
—	12

1. EXECUTIVE SUMMARY

Sample Project is being carried out for Urban City at Sample City under contract C-2026-014. It started on 17 November 2025 and is due for completion on 22 January 2027. This Meeting Minutes & Actions Report sets out the position at 8 November 2026 and has been prepared by SP Consultant in joint venture with USF Consultants.

This report covers **12 action items** recorded for **Sample Project** as of meeting **PM-15** (Progress Meeting No. 15) held on 26/10/2026. Of these, **5** have been completed, representing an overall completion rate of **42%**.

7 items remain open — 3 not yet started, 4 in progress, and 0 on hold. **6** items are currently overdue and require immediate follow-up.

4 high-priority items remain open and unresolved. These, together with the overdue items, are listed in the Priority Items section below and should be addressed before the next meeting on 02/11/2026.

PROJECT NO.	001	PROJECT	Sample Project
CLIENT	Urban City	LOCATION	Sample City
CONTRACT NO.	C-2026-014	CONSULTANT	SP Consultant in joint venture with USF Consultants
START DATE	17 November 2025	COMPLETION DATE	22 January 2027
REPORT DATE	8 November 2026	STATUS DATE	26 October 2026

2. ACTION STATUS OVERVIEW

TOTAL ACTIONS	COMPLETED	IN PROGRESS	OPEN
12	5	4	3

ON HOLD	OVERDUE	HIGH PRIORITY OPEN	COMPLETION
0	6	4	42%

3. PRIORITY ITEMS — OVERDUE & HIGH PRIORITY

REF	ACTION	RESPONSIBLE	DUE DATE	PRIORITY	STATUS	TIMING
A-002	Provide core test results for inlet IN-047 (NCR-003)	R. Builder	15/10/2026	High	Open	24 days overdue
A-006	Answer RFI-004 on signal pole foundation depth	B. Engineer	19/10/2026	High	Open	20 days overdue
A-004	Evaluate EOT claim CL-02 (rain) and report	F. Planner	26/10/2026	Medium	Open	13 days overdue
A-009	Agree the asphalt cut-off temperature for December (R-04)	R. Builder	02/11/2026	High	In Progress	6 days overdue
A-011	Client decision on VO-03 and VO-04	E. Client	06/11/2026	Medium	In Progress	2 days overdue
A-012	Updated cash flow forecast for the client funding plan	Q. Surveyor	06/11/2026	Medium	In Progress	2 days overdue
A-010	Recovery programme to regain the 19-day slip	R. Builder	09/11/2026	High	In Progress	1 day left

4. BREAKDOWN

BY STATUS	
Completed	5
In Progress	4
Open	3

BY PRIORITY	
High	8
Medium	4

BY RESPONSIBLE PARTY	
R. Builder	6
Q. Surveyor	2
F. Planner	1
B. Engineer	1
S. Agent	1
E. Client	1

BY RAISED BY	
A. Project Manager	4
C. Supervisor	2
J. Materials	2
E. Client	2
R. Builder	1
H. Safety	1

5. FULL ACTION ITEM LOG

#	REF	ACTION	RAISED BY	RESPONSIBLE	DUE DATE	PRIORITY	STATUS	TIMING	REMARKS
1	**A-001**	Submit revised signal pole foundation shop drawings	C. Supervisor	R. Builder	12/10/2026	High	Completed	Completed	Progress meeting No. 12 (05/10/2026), closed 10/10/2026
2	**A-002**	Provide core test results for inlet IN-047 (NCR-003)	J. Materials	R. Builder	15/10/2026	High	Open	24 days overdue	Progress meeting No. 12 (05/10/2026)
3	**A-003**	Confirm shipment date of signal controllers	A. Project Manager	R. Builder	12/10/2026	High	Completed	Completed	Progress meeting No. 12 (05/10/2026), closed 09/10/2026
4	**A-004**	Evaluate EOT claim CL-02 (rain) and report	A. Project Manager	F. Planner	26/10/2026	Medium	Open	13 days overdue	Progress meeting No. 13 (12/10/2026)
5	**A-005**	Price VO-03 bus bays and VO-04 smart lighting	E. Client	Q. Surveyor	23/10/2026	Medium	Completed	Completed	Progress meeting No. 13 (12/10/2026), closed 22/10/2026
6	**A-006**	Answer RFI-004 on signal pole foundation depth	R. Builder	B. Engineer	19/10/2026	High	Open	20 days overdue	Progress meeting No. 13 (12/10/2026)
7	**A-007**	Night-time traffic lights at the Ch 2+000 diversion	H. Safety	S. Agent	21/10/2026	High	Completed	Completed	Progress meeting No. 14 (19/10/2026), closed 20/10/2026
8	**A-008**	Submit surface course job mix formula	J. Materials	R. Builder	25/10/2026	High	Completed	Completed	Progress meeting No. 14 (19/10/2026), closed 15/10/2026
9	**A-009**	Agree the asphalt cut-off temperature for December (R-04)	C. Supervisor	R. Builder	02/11/2026	High	In Progress	6 days overdue	Progress meeting No. 15 (26/10/2026)
10	**A-010**	Recovery programme to regain the 19-day slip	A. Project Manager	R. Builder	09/11/2026	High	In Progress	1 day left	Progress meeting No. 15 (26/10/2026)

#	REF	ACTION	RAISED BY	RESPONSIBLE	DUE DATE	PRIORITY	STATUS	TIMING	REMARKS
11	**A-011**	Client decision on VO-03 and VO-04	A. Project Manager	E. Client	06/11/2026	Medium	In Progress	2 days overdue	Progress meeting No. 15 (26/10/2026)
12	**A-012**	Updated cash flow forecast for the client funding plan	E. Client	Q. Surveyor	06/11/2026	Medium	In Progress	2 days overdue	Client monthly review (30/10/2026)

6. MEETING ATTENDEES

E. Client, A. Project Manager, C. Supervisor, R. Builder, S. Agent

Sample report: illustrative data