

Pre start meeting template

Record construction pre-start coordination, agreed responsibilities, outstanding information and actions before the planned work begins.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

Meeting details

Project or site *

Record reference *

Record date *

Prepared by *

Work package *

Planned start date *

Attendees and organisations *

Meeting chair *

Coordination record

Topics and decisions

Repeat for each entry.

Topic *

☐ Scope and drawings ☐ Programme and access ☐ Resources and logistics ☐ Site controls and permits ☐ Inspections and handover ☐ Other

Discussion and recorded decision *

Supporting document reference

Is follow-up needed? *

☐ Yes ☐ No

Follow-up action *

If applicable: Is follow-up needed? is Yes.

Action owner *

If applicable: Is follow-up needed? is Yes.

Due date *

If applicable: Is follow-up needed? is Yes.

Outstanding start constraints or none *

Distribution and follow-up

Minutes issued to *

Record status *

☐ Open ☐ Complete

Next action or reason none is needed *

Responsible person *

Reviewed by

Reviewer acknowledgement

Signature: _____