

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
WATER SYSTEM IMPROVEMENT PROGRAM
CONSTRUCTION MANAGEMENT PROCEDURES**

**SECTION: WSIP CONSTRUCTION
MANAGEMENT**

APPROVED:



**PROCEDURE NO.: 005
TITLE: MEETING MINUTES**

DATE: 08/11/09

REVISION NO.: 1

1.0 Policy

During construction there will be scheduled and unplanned meetings at the 3 levels of the WSIP Construction Management (CM) Organization – Project, Region and Senior CM Management. Workshops are a form of meeting and should be addressed as any other meeting. Conferences between staff members are not considered scheduled meetings and do not require meeting minutes; however the sponsor can elect to record and distribute meeting minutes using this procedure. All scheduled meetings shall conform to this procedure using the WSIP Construction Management Information System (CMIS) to establish meetings, meeting agenda, to record meeting minutes and action items.

Recording and filing meeting minutes is important to documenting project actions, decisions, and for tracking action items. All formal project meetings are expected to be organized with an agenda issued in advance of the meeting and any reference materials attached. Discussions and decisions on each of the agenda items are to be documented in the meeting minutes. Action items must be clearly described with a defined deliverable and due date, and a single person identified as responsible for the action.

This CM Procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) policies or the contract under which the work is executed.

For San Francisco City agencies all documentation may be obtained by the public through the Sunshine Ordinance. If the Project CM, Contractor or any other party requests that meetings be video taped or recorded, these video or audio records may be requested by the public. If recording is requested the Project CM shall be responsible for recording and archiving of video and audio files.

2.0 Description

This CM Procedure describes the process by which meeting sponsors prepare meeting agendas, conduct meetings, prepare Meeting Minutes, document decisions and monitor progress on action items.

3.0 Definitions

3.1 WSIP Construction Management Information System (CMIS)

The WSIP CMIS is an on-line management tool for the efficient transmittal, processing, review, storage and retrieval of various documents generated during construction phase.

3.2 Meeting Sponsor

The meeting sponsor schedules and conducts regularly scheduled meetings, or initiates and conducts unplanned meetings or workshops.

Typically, the meeting sponsors are the:

- Regional Project Manager or Project Construction Manager (for pre-bid and pre-construction conferences, progress meetings, or resolution of construction issues);
- Lead QA Inspector (for Quality Assurance related meetings);
- Regional Environmental Compliance Manager (for environmental compliance meetings);
- Regional Safety Manager (for safety meetings); or
- Contractor (for contractually required meetings or workshops).

4.0 Responsibilities

4.1 Meeting Sponsor

The meeting sponsor is responsible for preparation and distribution of meeting agendas and Meeting Minutes. The meeting sponsor (or a designee) is also responsible for taking notes during the meeting, recording business and/or action items assigned at the meeting, and progressing or closing previously assigned action items.

4.2 Meeting Attendees

Prior to the start of the meeting, meeting attendees are responsible for reading the meeting agenda, completing all previous action items prior to the due dates and preparing relevant materials required for participation. Following meeting completion, attendees are responsible for reviewing the Meeting Minutes for accuracy and completeness.

5.0 Implementation

5.1 Pre-Meeting Activities

- 5.1.1 Meeting sponsor schedules the meeting and prepares meeting agenda in CMIS. The meeting agenda should include reviews of the status of assigned action items.
- 5.1.2 Meeting sponsor distributes agenda with an Action Item Report to attendees and other recipients (through CMIS or via email).

5.2 Meeting Activities

- 5.2.1 Meeting sponsor conducts meeting and takes notes on each agenda item including action item assignments.
- 5.2.2 As soon after the meeting as possible, the meeting sponsor or designee will enter the minutes and action items into the CMIS.
- 5.2.3 Meeting sponsor confirms attendees; adds/confirms next meeting date, time, and location; determines distribution copies.
- 5.2.4 If desired, meeting sponsor distributes draft Meeting Minutes to a limited designated group for comment with a deadline for response before final distribution.

5.3 Post Meeting Activities

- 5.3.1 Meeting sponsor receives and incorporates comments, if received before the deadline.
- 5.3.2 Meeting sponsor or designee issues the Meeting Minutes and updated Action Item Report (through CMIS or via email).
- 5.3.3 The following statement should be added at the end of all meeting minutes: "These notes will be relied upon as the approved record of matters discussed and conclusions reached during the meeting. Unless you send the author a written notice to the contrary within seven (7) days following the date of receipt of these notes, this record becomes part of the project documentation."
- 5.3.4 Meeting sponsor forwards the Meeting Minutes to the Administrative/ Document Control Specialist (ADCS) who will file the document following the applicable Document Control process and procedure.
 - 5.3.4.1 Distribution and/or notification of CM Meeting Minutes shall include the following as a minimum;
 - Requested Attendees
 - Project CM
 - Regional CM
 - Regional PM

- Regional PE
- Program CM
- Operational Representative
- Environmental Construction Compliance Manager
- Project File

5.3.5 Meeting sponsor updates action items in CMIS based on information provided during a follow-up meeting.

6.0 Other Procedural Requirements

None

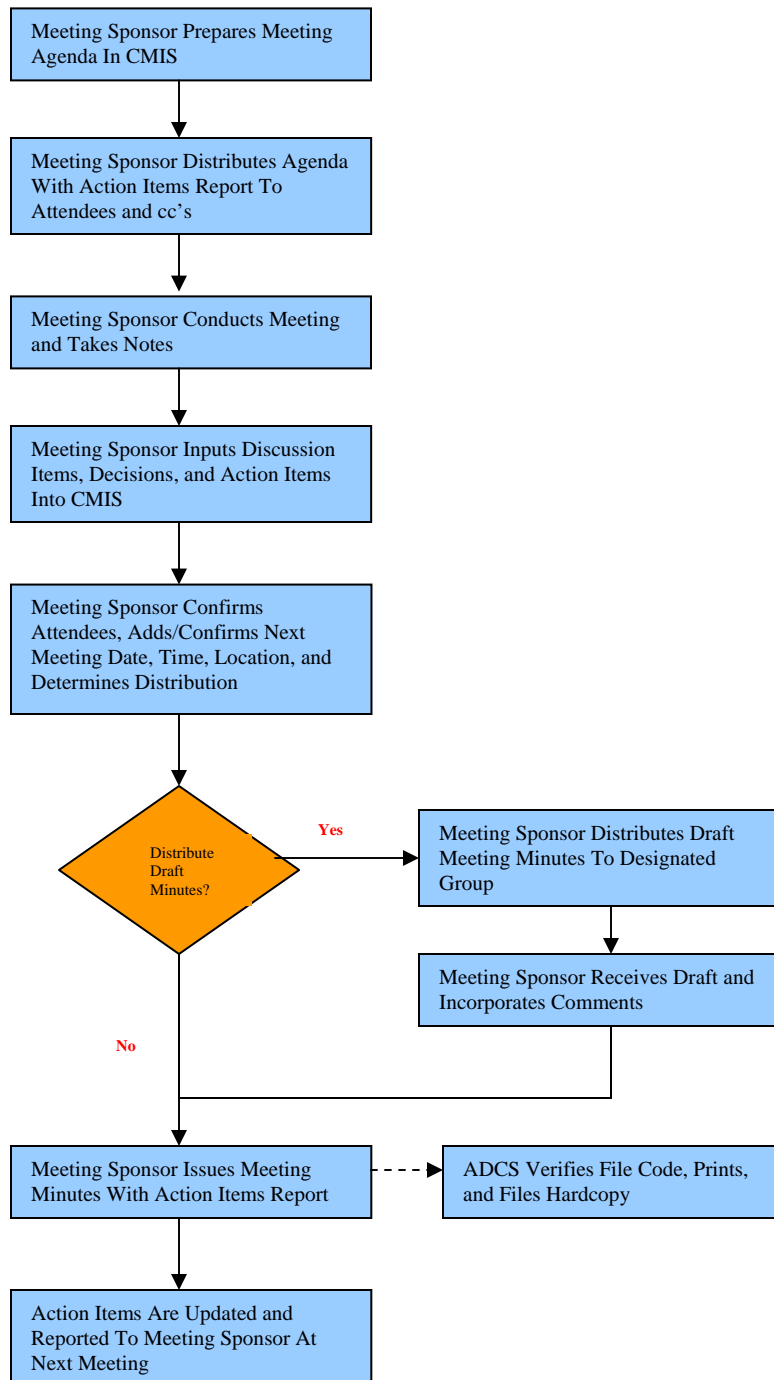
7.0 References

None

8.0 Attachments



005-1	Meeting Minutes Flow Chart
005-2	Agenda Format
005-3	Meeting Minutes Format
005-4	Action Item Format
005-5	Documents Distribution List for CMP No. 005
005-6	Revision Control Log

Attachment 005 - 1 Meeting Minutes Flow Chart



**Attachment 005 - 2
Agenda Format**

MEETING MINUTES - AGENDA

	<p>SAN FRANCISCO PUBLIC UTILITIES COMMISSION WATER SYSTEM IMPROVEMENT PROGRAM</p>	
<p>PROJECT TITLE:</p> <p>PROJECT #:</p> <p>SUBJECT:</p> <p>COORDINATOR:</p>	<p>Meeting No:</p> <p>Meeting Date:</p> <p>Location:</p> <p>Phone:</p>	
<p>ITEM</p> <p>A</p> <p>B</p> <p>C</p>	<p>DESCRIPTION</p> <p>Agenda Item 1</p> <p>Agenda Item 2</p> <p>Agenda Item 3...</p>	
ATTENDEES / INVITEES		
INITIALS	ATTENDEE / INVITEE NAME	COMPANY NAME
<p>Prepared By:</p> <p>Date:</p>		



**Attachment 005 - 3
Meeting Minutes Format**

MEETING MINUTES – BUSINESS ITEMS

	<p>SAN FRANCISCO PUBLIC UTILITIES COMMISSION WATER SYSTEM IMPROVEMENT PROGRAM</p>										
<p>PROJECT TITLE:</p> <p>PROJECT #:</p> <p>SUBJECT:</p> <p>COORDINATOR:</p>	<p>Meeting No:</p> <p>Meeting Date:</p> <p>Location:</p> <p>Phone:</p>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ITEM</th> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: left;">START DATE</th> <th style="text-align: left;">STATUS</th> <th style="text-align: left;">PRIORITY</th> </tr> </thead> <tbody> <tr> <td>A####</td> <td>Item description and discussion</td> <td>Date</td> <td>Status Code</td> <td>Priority</td> </tr> </tbody> </table>	ITEM	DESCRIPTION	START DATE	STATUS	PRIORITY	A####	Item description and discussion	Date	Status Code	Priority	
ITEM	DESCRIPTION	START DATE	STATUS	PRIORITY							
A####	Item description and discussion	Date	Status Code	Priority							
<p>Next Meeting Date:</p> <p>Prepared By: _____</p> <p>Date: _____</p>	<p>Next Meeting Location:</p>										
<p><i>These notes will be relied upon as the approved record of matters discussed and conclusions reached during the meeting. Unless you send the author a written notice to the contrary within seven (7) days following the date of receipt of these Meeting Minutes, this record becomes part of the project documentation.</i></p>											

**Attachment 005 - 4
Action Item Format**

MEETING MINUTES – ACTION ITEMS

	SAN FRANCISCO PUBLIC UTILITIES COMMISSION WATER SYSTEM IMPROVEMENT PROGRAM												
PROJECT TITLE:	Meeting No:												
PROJECT #:	Meeting Date:												
SUBJECT:	Location:												
COORDINATOR:	Phone:												
<table border="1"><thead><tr><th data-bbox="217 873 269 894">ITEM</th><th data-bbox="380 873 526 894">DESCRIPTION</th><th data-bbox="667 873 708 894">BIC</th><th data-bbox="792 873 902 894">DUE DATE</th><th data-bbox="948 873 1032 894">STATUS</th><th data-bbox="1062 846 1203 894">COMPLETION DATE</th><th data-bbox="1279 873 1382 894">PRIORITY</th></tr></thead></table>							ITEM	DESCRIPTION	BIC	DUE DATE	STATUS	COMPLETION DATE	PRIORITY
ITEM	DESCRIPTION	BIC	DUE DATE	STATUS	COMPLETION DATE	PRIORITY							
Prepared By:													
Date:													

Attachment 005 - 5
Documents Distribution List for CMP No. 005

The following personnel listed (by project position or responsibility) for Documents Distribution is a general guideline for a specific CM Procedure. It is the responsibility of the Administrative / Document Control Specialist (ADCS) to confirm and as necessary revise this list as appropriate for the specific project needs. The Office Engineer shall approve any distribution changes.

The guideline for hard copy document distribution is as follows:

1. Individual, without CMIS access, who attended a specific project meeting.
2. Individual, without CMIS access, who was mentioned or designated for action in a specific project meeting.
3. Individual, without CMIS access, who has management oversight responsibilities to ensure the implementation or completion of project action:

SPECIAL REPORTS

- **Pre-Meeting Notice / Agenda**
- **Meeting Minutes**

DISTRIBUTION:

Project Field Personnel – Information Only, Not Distribution

- Project CM, ADCS / Project Files, TBD-Others

Construction Management Bureau

- Regional CM (City RAM)

Program CM Consultant

- Program CM Consultant Advisor

Project Management Bureau

- Regional PM

Engineering Management Bureau

- Regional PE

Bureau of Environmental Management

- Regional Environmental Coordinator

Others

- To be determined for specific report

Attachment 005 - 6
Revision Control Log

Revision No.	Revision Date	What changed?
Rev 1	August 11, 2009	<ul style="list-style-type: none">• Added Section 3.1; CMIS definition• Added Sections 5.0 renumbered to correct format• Added Section 5.3.4.1 minimum notification distribution• Added Attachment 5; Documents Distribution List• Added Attachment 6; Revision Control Log
Rev 0	February 17, 2009	Signed