

Preconstruction Meeting

Last updated by Andrea Bowman on Mar 26, 2025

Prior to the contractor mobilizing on-site, the architect is typically responsible for conducting a Pre-Construction Meeting. This meeting represents the last opportunity for the team to communicate the guidelines, regulations and general principles that will be expected during the project's construction duration. Since this meeting is conducted prior to the start of construction, in theory it should help eliminate potential problems and conflicts before they happen.

Below is a list of important information that should be communicated during the Pre-Construction Meeting.

- Clearly identify all team members and dictate the "chain of command" for all parties involved. Below is a list of the minimum team member roles to be determined:
 - Owner Representative
 - End User Representative (if applicable)
 - Architect Representative
 - Contractor Representative
- Contract Information Recap
- Project Schedule
- Site Specific Information
 - Contractor Access to the Site
 - Location of Laydown Area
 - Utility Shut Down Coordination
 - Location and Amount of Contractor Parking
 - Set Recurring Scheduled Progress Meeting Date and Time
 - Review and Set Parameters of all Construction Communication and Electronic Reporting

Via Centerline

- Review and Set Pay Application Procedures
- Questions and Comments

Pre Construction Meeting Agenda

How to Use the Pre Construction Meeting Agenda

First download the Pre Construction Meeting Agenda above and save it to your project folder. This file can now be modified for your project.

1. Open the agenda from your project folder.
2. Modify all items with your project specific information.

Final Steps

Conduct the meeting using this agenda and prepare meeting minutes once the meeting is adjourned. Distribute meeting minutes to all attendees.

Notice to Proceed

A Notice to Proceed (NTP) is written document serving as official communication indicating the date that the contractor may begin work on a project and the substantial completion date dictated in the construction contract. Some construction contracts indicate the official start date for a project while others refer to a NTP. This document can originate from the Owner, a governmental agency, or the architect but the signees will be the Owner and the Contractor. Below is a Notice to Proceed template for use if needed.

Notice To Proceed