

HY-TEC CONSTRUCTION

PROJECT: Breezy Point City Hall

SUBJECT: Progress Meeting #1

PRESENT:

12/28/24

DATE: ~~October 29th~~ @ 2:00pm

The following memorandum is submitted as representative of the items of information exchanged, actions agreed upon and discussions that took place. If no exceptions are received by Hy-Tec Construction within 5 working days of receipt of this memorandum, then it shall be deemed all are in agreement with the contents of the meeting minutes.

The next scheduled progress meeting is: Jan. 9, 2025 @ 00:00am

New Business:

1.1. SAFETY & SECURITY

1.2. REVIEW PROJECT PROGRESS: 1. Roof off council chambers in next couple of weeks.

1.3. SCHEDULE REVIEW:

1.3.1. – Overall Project Schedule / Milestones:

1.3.2. – 2 Week Look-Ahead Schedule

2. Trusses are up except 2 were damaged - waiting for replacements.
3. will do interior rough-ins after shingles are on addition

1.4. FIELD OBSERVATIONS / PROBLEMS / DECISIONS:

1.4.1. Work Hrs

1.5. SHOP DRAWINGS & SUBMITTALS: - get final changes in

1.6. RFI STATUS: - closed

1.7. MATERIAL PROCUREMENT: working on getting doors

1.8. QUALITY STANDARDS: 2 trusses damaged waiting on replacements

1.9. OTHER CONTRACTOR ITEMS:

1.10. DESIGN TEAM ITEMS: Final furniture review document to be sent to City shortly

1.11. OWNER ITEMS:

This concludes the progress meeting. Any revisions to this meeting must be submitted to Hy-Tec within 7 days of receipt of these minutes or the minutes stand as written.