

MEETING MINUTES

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-OPS-PRO-008	00 (Initial Issue)	2026-10-24	[VICE PRESIDENT / OPERATIONS]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To establish a consistent process for documenting, distributing, and following up on all project-related meetings — including Safety, Coordination, and Progress Meetings. This ensures that all discussions, commitments, and decisions are properly recorded, assigned, and monitored to maintain transparency, accountability, and compliance with the Quality Management System (ISO 9001) and Safety Management System (ISO 45001).

2. SCOPE

This procedure applies to all STRAVIK Construction Group projects and includes:

- Weekly Safety Meetings (Toolbox Talks, HSE Reviews, Incident Reviews).
- Coordination Meetings (interdisciplinary and subcontractor coordination).
- Progress Meetings (client, consultant, and management-level reviews).
- Special Meetings (emergency, design review, or risk workshops).

3. REFERENCES

- STV-QMS-MAN-001: Corporate Quality Manual
- STV-HSE-MAN-001: Health, Safety & Environment Manual
- STV-OPS-PLN-001: Project Execution Plan
- STV-OPS-PLN-002: Construction Phase Plan
- ISO 9001, ISO 45001, ISO 14001 Standards

4. RESPONSIBILITIES

Role Responsibility

Chairs progress and coordination meetings; ensures Project Manager follow-up on actions.

Conducts and documents weekly safety meetings and HSE Manager site toolbox sessions.

Construction Manager / Site Provides daily operational updates and identifies field Engineer coordination issues.

Records, formats, distributes, and archives all meeting Document Controller minutes.

Attend coordination meetings, report progress, and Subcontractors / Vendors action commitments.

Client / Consultant Reviews project status and approves key milestones or Representative resolutions.

5. MEETING TYPES AND FREQUENCY

Meeting Type	Frequency	Participants	Primary Focus
Incident review, PPE Safety / HSE Project Team, HSE Weekly compliance, risk control, Meeting Officers, Subcontractors upcoming hazards.			
Project Team, Site Coordination Sequence planning, design Weekly Engineers, Meeting coordination, logistics, RFIs. Subcontractors			
Client, Consultant,			
Progress	Biweekly / Project Management		Progress, cost, schedule,
Meeting	Monthly Team		quality, and major decisions.
Risk review, emergency Special / Ad Hoc			
As required Meeting	Relevant stakeholders		response, or technical issue resolution.

6. MEETING MINUTES FORMAT (TEMPLATE)

Project Name: Meeting No.:

Location: Date:

Time: Meeting Type: (Safety / Coordination / Progress)

Chairperson: Recorder:

Attendees:

Name Company Position Signature

Agenda:

1. Opening / Previous Minutes Review
2. Safety Performance & Observations
3. Quality Issues / NCRs
4. Progress Update (Schedule, Cost, Procurement)
5. Coordination (Design, Access, Logistics)
6. Environmental / Community Issues

7. Action Items & Responsibilities

8. Decisions Taken

9. Next Meeting Date

7. ACTION ITEM REGISTER (ATTACHED TO EACH MINUTES)(Note: see form - STV-OPF08A_Meeting_Minutes)

Item	Responsible	Status (Open
Description of Action / Issue	Target Date	Remarks
No.	Person	/ Closed)

Submit revised crane lifting To include new

1 plan	HSE Manager	11/05/2025 Open tower crane location
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Approve updated MEP Received on

2 coordination drawings	Consultant	11/07/2025 Closed 11/06/2025
Item	Responsible	Status (Open
Description of Action / Issue	Target Date	Remarks
No.	Person	/ Closed)

Repair damaged perimeter fencing

3	Site Engineer	11/04/2025	Open	50% complete
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Note: see form - STV-OPF08A_Meeting_Minutes

8. DISTRIBUTION AND FILING

- All meeting minutes shall be prepared using the Meeting Minutes Form (STVOP-F08A).
- Draft minutes must be issued within 48 hours of the meeting.
- Final minutes (signed and confirmed) must be distributed within 3 working days.
- Distribution list shall include: Client, Consultant, Project Manager, QA/QC, HSE, and Subcontractors (as applicable).
- Document Controller maintains a Meeting Minutes Log and archives signed copies (PDF) in the QMS Document Control System.

9. MEETING MINUTES LOG TEMPLATE (Note: see form - STV-OPS-REG-008A_Meeting_Minutes) Status

Meeting	Meeting	Issued Date	
Date	Location	(Draft /	Remarks
No.	Type	By Distributed Final)	

Toolbox talk J.

MM-001 10/31/2025 Safety	Site Office Rivera	11/01/2025 Final	attendance 98%
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Progress Conference M. reached 62% MM-002 11/02/2025 Progress 11/04/2025 Final

Room	Gaya	overall completion
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10. SIGN-OFF AND APPROVAL

Name	Position	Signature / Date	Comments
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Project Manager Operations

HSE Manager Safety

QA/QC Manager Quality

Document Controller Project Controls

Client / Consultant External

11. RECORD RETENTION

All meeting minutes and related action registers shall be retained for 10 years from project completion. Both digital and hard copies shall be stored in the QMS Document Control System (SharePoint / ERP) with version control and revision tracking.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.