

[INSERT DATE]

[INSERT FULL NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

[INSERT COMPLETE ADDRESS]

**Subject: Daily Meeting Report**

Dear Mr. /Ms. [INSERT SURNAME]:

As required by our project reporting policy and project contract, enclosed is the daily meeting report for [INSERT DATE], in relation to the [INSERT PROJECT NAME] project. The meeting delved primarily on project budget, construction safety, and quality management. Details on the topics are in the attached report. The previous meeting was conducted last [INSERT DATE] and the next meeting will be on Monday, [INSERT DATE].

If you have any questions or need additional information, you may email or call me at [INSERT EMAIL ADDRESS], [INSERT CONTACT NUMBER].

Very truly yours,

[INSERT FULL NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

**1. DISCUSSIONS**

**A. Project Budget**

Discussions were made on the current status of project budget, that is, if actual costs were held within the cost limits provided in the said budget. The table below summarizes the discussion points made during the meeting. Actual costs incurred as of [INSERT DATE], budget plan, variance, and planned course of actions are detailed below.

**BUDGET STATUS AS OF [INSERT DATE]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Item List** | **Actual Cost** | **Budget Plan** | **Variance** | **Plan of Action** |
| 1. Concrete Masonry | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 2. Excavation and Shoring | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 3. Piling | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 4. Mixing and Placing | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 5. Reinforcing | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 6. Formwork | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 7. Roofing, Flashing , Gutters, etc. | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 8. Exterior Finishes | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 9. Masonry Construction | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 10. Partitions, Wood Framings, etc. | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 11. Waterproofing | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 12. Electrical Work | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 13. Plumbing and Sewage | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 14. Glass, Windows, Glazing | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 15. Paving | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 16. Curbs and Walks | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 17. Installed Equipment | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 18. Fencing | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 19. Architectural Design | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |
| 20. Outsourced Labor | USD 0.00 | USD 0.00 | USD 0.00 | [INSERT PLAN OF ACTION] |

**B. Construction Safety**

Another discussion point made during the meeting was on construction safety. The discussion made reference to a survey on construction injury rates and potential hazards for construction workers. It was mentioned during the discussion that by the nature of the construction industry, a high rate of accidents resulting to fatal injuries is associated with construction labor. It was pointed out during the meeting that the safety of the workers is as important as completing the project, and that management should continue to give more value to every worker’s life without sacrificing the project. The table below sums up the potential hazards in construction and the solutions to reduce or avoid them.

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Construction Hazard** | **Incident Description** | **Root Cause** | **No. of Occurrence** |
| 1. Falls | [INSERT DETAIL] | [INSERT DETAIL] | [INSERT DETAIL] |
| 2. Scaffold Collapse | [INSERT DETAIL] | [INSERT DETAIL] | [INSERT DETAIL] |
| 3. Trench Collapse | [INSERT DETAIL] | [INSERT DETAIL] | [INSERT DETAIL] |
| 4. Electric Shocks | [INSERT DETAIL] | [INSERT DETAIL] | [INSERT DETAIL] |
| 5. Motion injuries | [INSERT DETAIL] | [INSERT DETAIL] | [INSERT DETAIL] |

|  |  |
| --- | --- |
| **Solutions Suggested** | **Results** |
| 1. Use of sound scaffolds | [INSERT DETAIL] |
| 2. Proper use of scaffolds | [INSERT DETAIL] |
| 3. Use of safety nets | [INSERT DETAIL] |
| 4. Proper use of harness | [INSERT DETAIL] |
| 5. Use of aerial lifts | [INSERT DETAIL] |
| 6. Cover floor holes | [INSERT DETAIL] |
| 7. Use of sound ladders | [INSERT DETAIL] |
| 8. Proper ladder use | [INSERT DETAIL] |
| 9. Use of protective systems for trenches | [INSERT DETAIL] |
| 10. Protective equipment policy | [INSERT DETAIL] |
| 11. Electrical safety guidelines | [INSERT DETAIL] |
| 12. Hazard communication | [INSERT DETAIL] |
| 13. Crane safety procedures | [INSERT DETAIL] |
| 14. Use of early warning devices and warning signs | [INSERT DETAIL] |
| 15. Safety training for equipment operators | [INSERT DETAIL] |

**C. Quality Management**

The meeting also highlighted the importance of quality control. The results of third-party testing on soil and materials came back the day prior and were presented in the meeting. The table below shows the test results and analysis.

1. Laboratory Soil Test

|  |  |  |
| --- | --- | --- |
| **Soil Test**  | **Results** | **Analysis** |
| 1. Grain Size Analysis | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 2. Hydrometer Analysis | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 3. Soil-Geosynthetic Interface Shear Test | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 4. Liner-Geosynthetic Interface Shear Test | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 5. Moisture Content Test | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |

2. Aggregate Testing

|  |  |  |
| --- | --- | --- |
| **Aggregate Test** | **Results** | **Analysis** |
| 1. Specific Gravity and Absorption of Fine Aggregate | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 2. Micro-Deval Testing | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |

3. Concrete Testing

|  |  |  |
| --- | --- | --- |
| **Concrete Test** | **Results** | **Analysis** |
| 1. Electrical Indication of the Concrete’s Ability to Resist Chloride Ion Penetration | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 2. Surface Resistivity Using a Winner Probe | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 3. Cylinder Compression Testing | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 4. Absorption Test of Drilled Cores | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 5. Flexural Test Concrete Beam | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |

4. Rock and Asphalt Testing

|  |  |  |
| --- | --- | --- |
| **Concrete Test** | **Results** | **Analysis** |
| 1. Theoretical Maximum Specific Gravity | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 2. Extraction (Chemical) | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 3. Extraction (Ignition) | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 4. Hot-Mix Asphalt Core Bulk Specific Gravity | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |
| 5. Uniaxial Compressive Strength of Intact Rock Core | [INSERT TEST RESULTS] | [INSERT TEST RESULT ANALYSIS] |

D. Organization and Use of Project Information

It was noted that the current construction project is generating enormous and intricate sets of information. It has, therefore, become imperative to effectively manage this bulk of information and make sure that they remain accurate and easily accessible to management and other members of the organization. The following are the information sets discussed during the meeting:

|  |  |
| --- | --- |
| **Information Set** | **Discussions** |
| 1. Cash flow accounts | [INSERT DISCUSSIONS] |
| 2. Procurement accounts | [INSERT DISCUSSIONS] |
| 3. Planning and design analysis | [INSERT DISCUSSIONS] |
| 4. Construction schedules | [INSERT DISCUSSIONS] |
| 5. Cost estimates | [INSERT DISCUSSIONS] |
| 6. Quality control and insurance records | [INSERT DISCUSSIONS] |
| 7. Legal contracts and other regulatory papers | [INSERT DISCUSSIONS] |
| 8. Project correspondences and memorandums | [INSERT DISCUSSIONS] |
| 9. Field activity logs | [INSERT DISCUSSIONS] |
| 10. Inspection logs | [INSERT DISCUSSIONS] |
| 11. Design documents | [INSERT DISCUSSIONS] |

**2. ATTENDEES**

The following were the attendees to the meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Project Role/Title** | **Time In** | **Time Out** |
| 1. [INSERT FULL NAME] | Construction Engineer | [INSERT TIME ARRIVED] | [INSERT TIME LEFT] |
| 2. [INSERT FULL NAME] | Construction Superintendent | [INSERT TIME ARRIVED] | [INSERT TIME LEFT] |
| 3. [INSERT FULL NAME] | Construction Manager | [INSERT TIME ARRIVED] | [INSERT TIME LEFT] |
| 4. [INSERT FULL NAME] | Construction Supervisor | [INSERT TIME ARRIVED] | [INSERT TIME LEFT] |
| 5. [INSERT FULL NAME] | Field Engineer | [INSERT TIME ARRIVED] | [INSERT TIME LEFT] |
| 6. [INSERT FULL NAME] | Construction Coordinator | [INSERT TIME ARRIVED] | [INSERT TIME LEFT] |
| 7. [INSERT FULL NAME] | Construction Assistant | [INSERT TIME ARRIVED] | [INSERT TIME LEFT] |
| 8. [INSERT FULL NAME] | Construction Foreman | [INSERT TIME ARRIVED] | [INSERT TIME LEFT] |