

	Peralta Community College District
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<b>DATE:</b> <b>May 12, 2011</b>
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<b>PROJECT TITLE:</b>	Laney College Athletic Fields
<b>COLLEGE:</b>	Laney College
<b>PROJECT No:</b>	<b>2338</b>
<b>DSA FILE No.</b>	
<b>WEEKLY MEETING No.</b>	
<b>MEETING TIME:</b>	1:00 PM – 2:00

<b>Initials</b>	<b>Attendees</b>	<b>Present</b>	<b>Absent</b>	<b>Contact Information</b>

**PROJECT SUMMARY**

NTP/Construction Start Date:		Project Duration:	
Scheduled Completion Date:		Days Lapsed:	
Actual Start Date:		Actual Completion date:	
Contract Amount:		Change Orders to date:	

<b>Item No.</b>	<b>Item</b>	<b>Status</b>
<b>1.0</b>	<b>Review &amp; Accept Previous Meeting Minutes</b>	
<b>2.0</b>	<b>RFI's &amp; ASI's</b>	

<b>Item No.</b>	<b>Item</b>	<b>Status</b>
<b>3.0</b>	<b>Submittals</b>	
<b>4.0</b>	<b>Change Orders</b>	
<b>5.0</b>	<b>Unresolved Items</b>	
<b>6.0</b>	<b>Inspection Findings/Corrective Actions</b>	
<b>7.0</b>	<b>Schedule</b>	

Item No.	Item	Status
<b>8.0</b>	<b>Construction</b>	
<b>9.0</b>	<b>New Business</b>	
<b>10.0</b>	<b>Action Items</b>	
<b>11.0</b>	<b>Handouts/Informational (attach)</b>	
<b>12.0</b>	<b>Next Meeting Date</b>	

The above represents a summary of the progress meeting. Any corrections must be submitted in writing 3 days of receipt of these of these minutes to:

Peralta Community College District		Telephone:	
333 East Eighth Street		Fax:	
Oakland, CA 94606		Cell:	

Submitted by: \_\_\_\_\_  
Project Manager

(Company Name)

CC:	