Contracts - Meetings

BACKGROUND: Meetings such as blasting, post award, preconstruction, pre-paving, and safety meetings can be documented as follows.

ROLES: Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Progress

1. From the Contract Progress Summary, click the **Contract Documentation** quick link at the top of the page.
2. Select the **Meetings** tab.
1. Click the **Add** button to add a new meeting.
3. Enter a **Meeting Title**, **Meeting Type**, **Meeting Date**, and **Remarks**.
4. Click **Save**.
5. Select the **Attendees** tab.
6. Click the **New** button to add a new attendee or click the **Action Menu** to the right of the button, select DOT attendees (Persons in AWP) in the Select Attendees modal window, then click Add to Attendees in the bottom right of the modal window.
7. Enter **Title**, **First Name**, **Last Name**, **Organization**, **Email Address**, and **Phone Number**.
8. Click **Save**.
9. In the Meeting Summary, click the **Component Actions Menu**.
10. In the Views section, click **Attachments**.
11. Click the **Select File** button to open a search window. Find and select the document to attach.
12. Enter a **Description** of the document.
13. Click **Save**.
14. Click the **Previous** button in the menu bar at the top of the page to return to the Meeting Summary.