This report defines the business processes for Meeting Minutes and Daily Inspection Reports utilizing the WSIP Construction Management Information System (CMIS).

**Meeting Minutes Business Process**

During construction there will be scheduled and ad hoc meetings at the 3 levels of the CM organization—project, region, and senior CM management. Workshops are a form of meeting and should be addressed as any other meeting. Conference between staff members are not considered scheduled meetings and do not require meeting minutes; however the sponsor can elect to record and distribute meeting minutes using the CMIS. All scheduled meetings should conform to this process.

Recording and filing meeting minutes is important to documenting and tracking decisions and action items. All formal project meeting are expected to be organized with an agenda issued in advance of the meeting and any reference materials attached. Discussions and decisions on each agenda item are to be documented in the meeting minutes. If action items are assigned, they should be clearly described with a single person identified, a defined deliverable and open, due and completed dates.

**Business Process**

The organizer of a meeting (meeting sponsor) is responsible for preparing and distributing an agenda. It is preferred that a member of the project CM team be the sponsor for all project meetings utilizing this business process. The agenda shall be prepared in CMIS using a standard template and include the following:

- Subject, date, time and location
- Invitees
- Distribution beyond the invitees
• Topics of Discussion (agenda)
• Other topics discussed
• Attachments

The meeting sponsor is also responsible for preparation and distribution of meeting minutes. The sponsor or a designee will be responsible for taking notes during the meeting. The sponsor is also responsible for recording any action items assigned at the meeting. Action Items should have the following traits:

• Responsibility will be vested in one person
• Clearly defined deliverable
• Open, Due, and Completion dates

As soon after the meeting as possible, the meeting sponsor or designee will transcribe the minutes into the CMIS. The CMIS will automatically populate the meeting minute from a previous Meeting Minute by using the “Copy Document” function. The sponsor will add or update the following information:

• Confirm the attendees
• Add/confirm the next meeting date, time and location (or NA, if no follow-up meeting)
• Distribution list
• Discussion, decisions and action items
• Any issues requiring management attention

Action items and follow-up items will be assigned directly from the meeting minutes screen as a single item entry with a defined deliverable or result, a due date and the person to whom the action item is assigned using the “ball in court” feature. Using the CMIS Inbox or email function, draft minutes may be distributed by the meeting sponsor to a limited group for comment before final distribution.

Tracking of action items is the responsibility of the meeting sponsor. Part of the agenda of any series or follow-up meeting is to review the status of assigned action items. Action items assignees must report the status of their assigned action items at each subsequent meeting until the action item is completed. The meeting sponsor will update the status of the action item as reported in preparation of the next meeting’s agenda. Status information provided by the assignee should include the following:

• Status - New Item, Old Business, Closed
• Completion date- expected or actual
• Description of result of action item
• Discussion of results- remaining items to be addressed or actual results

The CMIS will compile the status of each action item and produce an Action Item Report. The meeting sponsor will access this report and issue the report with the agenda for any follow-on meeting.
Notifications of actions required will appear on the action item list, and all staff with permissions can see the status of the action on their CMIS dashboard. Action item reports can be generated for manual distribution. Status reports will be generated to provide Look-Ahead information, overdue action items and statistics on processing times.

**Business Process Steps**

1. Meeting sponsor prepares meeting agenda in CMIS
2. Meeting sponsor distributes agenda with Action Item Report to attendees and other recipients (through CMIS or via email)
3. Meeting sponsor conducts meeting and takes notes on each agenda item including action item assignments
4. Meeting sponsor inputs discussions, decisions and action items
5. Meeting sponsor confirms attendees; adds/confirms next meeting date, time and location; determines distribution copies
6. If desired, meeting sponsor distributes draft meeting minutes to designated group for comment
7. Meeting sponsor receives and incorporates comments
8. Meeting sponsor or designee issues meeting minutes and updates Action Item Report (through CMIS or via email)
9. Meeting sponsor forwards meeting minutes to the Administrative/Document Control Specialist who will file the document following the applicable Document Control process and procedure
10. Action items are updated by the meeting sponsor in the CMIS based on information provided during a follow-on meeting.

**Meeting Minutes Data Requirements**

Meeting Sponsor entry:

Meeting Minute fields:

- Subject
- Meeting number (automatically incremented)

This Meeting fields:

- Date
- Time
- Location
- Coordinator (meeting sponsor)
- Contract

Business Items fields

- Business Item Number
o Agenda Item (Alpha character)
o Business Item (5-digit numeric following the Agenda Item’s alpha character)
  o Follow-up Item (may be an Action Item, 2 digit numeric separated from Business Item number separated by a period “.”)

- Ball in Court (For Action Items, only)
- Status (New Item on initial entry, automatically changed to “Old Business when copied to a new Meeting Minute)
- Priority (“normal” or “high” for Action Items)
- Description
- Dates (Due, Started and Completed for Action Items, only)
- Issue (Optional)

Attendees fields:
- Name and Company
- Attended (Yes/No)

Custom Fields:
- Project File Code
- Nest Meeting Date
- Next Meeting Location
Meeting Minutes Flowchart

1. Meeting sponsor prepares meeting agenda in CMIS.
2. Meeting sponsor distributes agenda with Action Item Report to attendees and CCs.
3. Meeting sponsor takes notes during meeting.
4. Meeting sponsor inputs discussions, decisions, and action items.
5. Meeting sponsor confirms attendees; adds/confirms next meeting date, time, location; determines distribution.

**Decision Point: Distribute Draft Minutes**

- **Yes:** Meeting sponsor distributes draft meeting minutes to designated group.
- **No:** Meeting sponsor receives draft and incorporates comments.

6. **Yes** from the decision point:
   - Meeting Sponsor issues Meeting Minutes w/o Action Item Report.
   - Action items are updated by assignees in CMIS before next meeting.

7. **No** from the decision point:
   - Administrative/Document Control Specialist verifies file code, prints a hardcopy, and files in the project file.
Daily QA Inspection Report Business Process

The Daily QA Inspection Report is a required document provided by both the Contractor and the CM QA Inspectors. Daily QA Inspection Reports provide the daily record of the performance of the contract work. The reports are part of official project records. Most contractors have business processes and formats already in place for preparation of inspection reports. Therefore, contractor generated reports in CMIS are not included in this business process; however, the QA Inspector may choose to include the Contractor’s Daily QA Inspection Report as an attachment to the Daily QA Inspection Report in the CMIS.

Daily QA Inspection Report Business Process

Daily QA Inspection Reports are prepared at the end of every working day including weekend and holidays if work is performed. If any work is performed on multiple shifts, an inspection report will be prepared at the end of each shift. By default in Contract Manager, Daily QA Inspection Reports are numbered sequentially for each originator of a Report, from the first day of mobilization of each originator. Searches for reports are by originator and/or date.

The CMIS is designed for each QA Inspector to enter the Daily QA Inspection Reports directly into CMIS.

Each Discipline QA Inspector’s Daily QA Inspection Report is forwarded through the CMIS to the Lead QA Inspector, who will review the reports for conformance and completeness to the CM procedures. The Lead QA Inspector may change the content of the Report based on records from the field and, if necessary, can return the Report to the Inspector for revisions. When each Daily QA Inspection report is approved by the Lead QA Inspector, it must be forwarded using the CMIS Inbox function to the Administrative/Document Control Specialist for filing in the project files. The electronic copy is stored in the CMIS and accessed through the Daily Reports module for use by the Project CM and the QA Inspectors. The Lead QA Inspector may keep Daily QA Inspection Reports that compile the observations from the QA Inspectors on the project. This may be accomplished by exporting the Daily QA Inspection Reports to a word processing file and combining the reports into a single report to be attached to a CMIS Daily QA Inspection Report.

Business Process Steps


2. Lead QA Inspector reviews each Report for completeness and conformance to the CM Procedures.

3. If not acceptable, Lead QA Inspector returns Report to the Discipline QA Inspector.

4. If acceptable, Lead QA Inspector approves the Daily QA Inspection Reports and forwards to the Administrative/Document Control Specialist.

5. Administrative/Document Control Specialist prints a copy and files it in the project file.
Daily QA Inspection Report Data Requirements

Discipline QA Inspector entry:

Daily QA Inspection Fields:
- Inspector Name
- Date
- Report Number (*automatically assigned based on Inspector’s name*)
- Report Period (*Daily*)
- Contract ID

Status Fields:
- Ball in Court (*Lead QA Inspector*)

Work Activity Description- Provide narrative description of work observed by each Labor Force, including Contractor name, location, discipline, shift (if applicable) and work in progress and accomplished

Additional Comments- Provide narrative additional comments, if necessary, to describe work condition, compliance or safety and additional observations.

Equipment Fields:
- Name of contractor/subcontractor using the equipment
- Description
- Quantity
- Type of equipment
- Location where equipment is deployed
- Remarks (*status of equipment, idled, not working, etc.*)

Labor Force fields:
- Name of contractor/subcontractor
- Category (*Contractor, Subcontractor, etc.*)
- Quantity of personnel by type (*Supervisor, Foreman, Laborer, tradespersons*)
- Quantity of hours by type (*Supervisors, Foreman, Laborer, tradesperson*)
- Remarks

Visitors field:
- Time of Arrival
- Name of Visitor
- Name of Company
- Purpose of visit

Materials field:
- Delivery Time
• Material Name
• Quantity
• Location where material will be used
• Remarks

Weather - At least one, and up to three weather observations will be logged to describe work conditions; if only one observation is logged it is assumed that the general description applies to the entire work period.

• Length of suitable conditions (All day, more than/less than 50 %, unacceptable all day)
• Time
• Temperature
• Precipitation
• Duration
• Sky conditions
• Wind speed
• Impact conditions

Custom fields:

• Inspection Type ("Daily QA Inspection")
• Deficiencies Noted (Must be reviewed by Lead QA Inspector to determine if a Non-compliance Notice should be initiated)
  o Location and time
  o Nature of deficiency
  o Code or Applicable Specification Section
  o Remarks

• Tests
  o Type and location of test
  o Time of test
  o Results (if known)

• Project File Code

Issues - (Optional; an Issue must be initiated in the Issues module and linked to the Daily QA Inspection Report)

Attachments:
• Pictures
• Material Ticket No(s)
• Test report(s)
Lead Inspector entry:

Status fields:

- Ball in Court (QA Inspector if non-compliant)
- Reviewed by (Lead QA Inspector)
- Reviewed date
- Approved and Saved (If compliant)
Daily QA Inspection Reports
Flowchart

- Discipline QA Inspector A:
  - Initials data into CMS
  - Forward to Lead QA Inspector

- Discipline QA Inspector B:
  - Initials data into CMS
  - Forward to Lead QA Inspector

- Discipline QA Inspector C:
  - Initials data into CMS
  - Forward to Lead QA Inspector

Lead QA Inspector reviews Daily QA Inspection Report for correctness and completeness.

- No
- Yes

- Confirmation and Completion?

Administration/Document Control Specialist verifies the code, prints a hardcopy and files in the project files.
# Revision Control Log

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<thead>
<tr>
<th>Revision No.</th>
<th>Revision Date</th>
<th>What changed?</th>
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<tr>
<td>Rev 0a</td>
<td>September 21, 2011</td>
<td>• Formatting refreshed: document footers and page numbers refreshed and updated SFPUC Logo on various attachments</td>
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<td></td>
<td></td>
<td>• References and/or Links noted to WSIP Website have been updated</td>
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<tr>
<td></td>
<td></td>
<td>• Revision Control Log Added</td>
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<tr>
<td>Rev 0</td>
<td>February 12, 2009</td>
<td>Signed</td>
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