

CONSULTANT LOGO

CONTRACTOR LOGO

Minutes of Progress Meeting No.

Project Title		Client		Consultant		Contractor	
Venue		Date		Time	Meeting No.	Rev.	Pages
Item	Description / Details					Action By	Date

Renovation of Existing building Haya Commercial Complex @ Salwa Road

Contract	Commencement Date	Completion Date	Contract Amount	Project Duration (Months)	Days Elapsed	% Elapsed Duration	Days Remaining	% Remaining Duration	Del (Da
Main Contract	12-Mar-2025	12-Nov-2026	7,300,000	8	260 days	43%	350 Days	57 %	
OVERALL PROGRESS PERCENTAGE (Unit Resources)		PLANNED		ACTUAL			VARIANCE		
OVERALL PROGRESS PERCENTAGE (Cost Loaded)									

1.0	Deliverables/ Work Progress						
2.0	Variations/ Payments						

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3.0	Site Activities						
4.0	Others						

Prepared by:	Reviewed by:	Approved by:
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Next Meeting:

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Attendees	Designation	Company
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

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