1. **Purpose**: The Purpose of this process is to set forth standards for the use and management of Construction Phase Meeting Minutes. The Contractor / Design Builder (DB) and HCAA Project Manager(s) (PM) should utilize the Prolog Meeting Minutes Module to track, report and manage all Construction Phase Meeting Minutes. All meetings coordinated by the Contractor / DB shall be managed using the Prolog Meeting Minutes module.

2. **Meeting Minute Tracking, Reporting and Management Responsibilities**:

   A. The Contractor / DB shall track, report and manage any Meetings included in the contract and project manual, and coordinated by the Contractor / DB.

   B. The Project Manager will be the meeting owner, and will be responsible for tracking, reporting and managing all other Project Meetings not included in the Contractor / DB contract and project manual.

   C. The Meeting Owner, either the Contractor / DB or the Project Manager, shall complete the Meeting Minutes in Prolog as detailed here:

3. **Meeting Items**

   A. Meeting Set: This is the title of the meeting. Master Plan Document Control (MPDC) will enter Meeting Set categories into Prolog. The Contractor / DB or PM will inform MPDC of any required Meeting Sets. Selection of the correct Meeting Set is critical to the filing organization of meeting minutes. The Contractor / DB should request the support of MPDC, if there are questions on which set to use.

      1) *Number*: The Number field will automatically update in Prolog based on the Meeting Set selected.

      2) *Meeting Date*: This date field will automatically populate in Prolog to the current date. The Meeting Owner should manually update this field to the actual meeting date.

      3) *New*: The New button will add Meeting Minute items.

      4) *System No*: Prolog automatically populates this field.

   B. The Meeting Owner will complete/ update the following fields

      1) *Item No*: Prolog automatically populates. Meeting Owner will need to ensure that there are no duplicate Items. If there are duplicate item numbers, Prolog will not save the record.

      2) *Title*: The Title should repeat for all items associated with an agenda topic. The Meeting Owner should use an alphabetical ordering system to ensure that agenda items are sorted in ascending order on the Detailed Meeting Minute Reports.

      3) *Description*: The Meeting Owner will enter an item description and all associated detailed notes.

4) *Responsible*: The Meeting Owner will identify the person(s) responsible for completing each meeting item. The Meeting Owner, as a rule of thumb, must have one Responsible Person for each meeting item.

5) *Status*: The Meeting Owner will update the meeting item status using drop down selection options.

6) *Topic*: This field will not be used and will be hidden from General users.

4. Other Details

A. *Purpose of Meeting*: The Meeting Owner will provide the description and purpose of this meeting.

B. *Location of Meeting*: The Meeting Owner will indicate the location of the meeting, including the conference room.

C. *General Notes*: The Meeting Owner will indicate any other general information about this meeting in this section.

D. *Next Location of Meeting*: The Meeting Owner will indicate the location of the next meeting, if known.

E. *End Comments*: This field will not be used and will be hidden from General users.

F. *Next Meeting Date*: The Meeting Owner will indicate the next meeting date, if known.

G. *Next Meeting Time*: The Meeting Owner will indicate the next meeting time, if known.

H. *Prepared By*: This field is automatically populated by the user entering the minutes.

I. *Prepared by Company*: Prolog will automatically update this field in accordance with the name in the “Prepared By” field.

5. Attendees

The Meeting Owner will add new attendees by clicking on the “New” or “Add Multiple…” buttons. The Meeting Owner will include all individuals in attendance. When adding new individuals, Prolog will automatically populate the Company and Contact Information fields. Reference the Meeting Minute Work Instructions for details on how to add new attendees.

6. Courtesy Copies

The Meeting Owner will add new Courtesy Copies by clicking on the “New” or “Add Multiple…” buttons. The Meeting Owner will include all identified required Courtesy Copy individuals as provided by the Contractor / DB and PM. When adding new individuals, Prolog will automatically populate the Company and Contact Information fields. Reference the Meeting Minute Work Instructions for details on how to add new Courtesy Copies.

7. **Files**

   The Meeting Owner will add all related meeting documents under the Files tab using the Prolog Quick Upload feature. Reference the Meeting Minute Work Instructions for details on how to add documents using the Quick Upload feature.

8. **Issuance of Meeting Minutes**: The Meeting Owner will send the updated meeting minutes to the attendees and individuals listed in the courtesy copy within 48 hours of the meeting. For details on how to send meeting minute reports, please reference the meeting minute Work Instructions.