

## Agenda for Periodical Meetings with Subcontractor(s)

1. Attendance registration
2. Comments on previous meeting/minutes of meeting
3. Safety, environment and housekeeping
4. Manpower
5. Logistics
6. Progress and planning
7. QA/QC
8. Materials status/problems
9. Engineering documentation
10. Subcontracts/subcontracts administration
11. Any other business
12. Next meeting