WEEKLY MEETING PLAN

ELEVATE CONSTRUCTION LLC

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5am			NO MEETINGS		NO MEETINGS
6am	WORKER DAILY HUDDLE CREW PREPARATION	WORKER DAILY HUDDLE CREW PREPARATION	WORKER DAILY HUDDLE CREW PREPARATION	WORKER DAILY HUDDLE CREW PREPARATION	WORKER DAILY HUDDLE CREW PREPARATION
7am	SAFETY ORIENTATIONS			SAFETY ORIENTATIONS	
8am	TEAM WEEKLY TACTICAL	DAILY HUDDLE	DAILY HUDDLE	DAILY HUDDLE	DAILY HUDDLE
9am				BIM COORDINATION	
10am		OAC Meeting			
11am					
12pm					
1pm	FOREMAN DAILY HUDDLE	FOREMAN DAILY HUDDLE	FOREMAN DAILY HUDDLE	FOREMAN DAILY HUDDLE	FOREMAN DAILY HUDDLE
2pm	STRATEGIC PLANNING & PROCUREMENT	TRADE PARTNER WEEKLY TACTICAL		COORDINATION MEETING PLACEHOLDER	
3pm					
4pm					
5pm					
6pm					

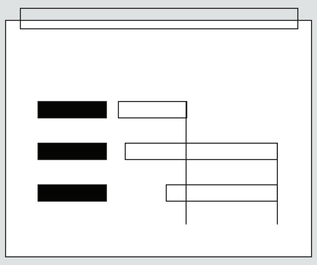
STRATEGIC PLANNING & PROCUREMENT

WEEKLY

☐ Supers ☐ PMs
☐ FEs ☐ PEs

This is where long-term planning takes place. The master schedule is updated and work is made ready per the look-ahead schedule.

3-WEEK LOOK-AHEAD



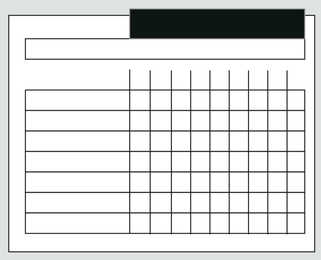
TRADE PARTNER WEEKLY TACTICAL

WEEKLY

☐ Supers ☐ PEs
☐ FEs ☐ Foremen

The purpose of this meeting is to completely plan the next week ahead, 100%.

WEEKLY WORK PLAN



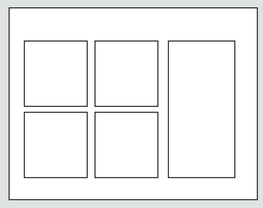
FOREMAN DAILY HUDDLE

DAILY 15min

☐ Supers ☐ PEs
☐ FEs ☐ Foremen

The purpose of this meeting is to completely plan the next day ahead, 100%.

ROADBLOCKS



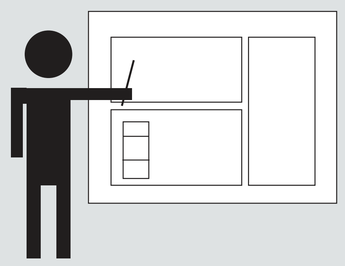
WORKER DAILY HUDDLE

DAILY 15min

☐ Supers ☐ Workers
☐ FEs ☐ Foremen

Everyone is brought together into one big social group and the day's plan is communicated to workers.

TODAYS PLAN



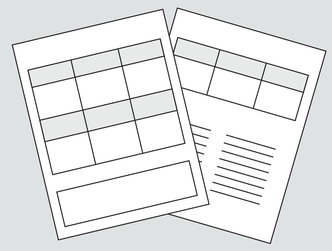
CREW PREP HUDDLE

DAILY 15min

☐ Workers
☐ Foremen

Workers and foremen huddle up to plan their work, prepare, and fill out PTPs as a group

PRE-TASK PLAN



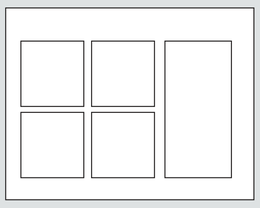
TEAM DAILY HUDDLE

DAILY 15min

☐ Supers ☐ PMs
☐ FEs ☐ PEs

Team members huddle to review company operating metrics, roadblocks and milestones.

OPERATING SYSTEM



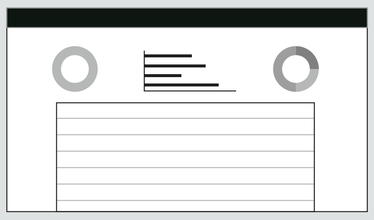
TEAM WEEKLY TACTICAL

WEEKLY

☐ Supers ☐ PMs
☐ FEs ☐ PEs

Team reviews current workload, coverage for the week & everyones individual outstanding or open items.

OUTSTANDING ITEMS



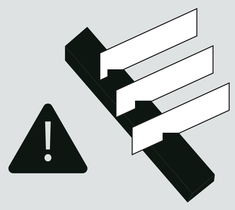
BIM COORDINATION

WEEKLY

☐ ICT ☐ Trade
☐ PEs Designer

Clash coordination review in Navisworks with GC and trade partner.

COORDINATION ISSUES



COORDINATION PLACEHOLDER

AS-NEEDED

☐ As-Needed

This placeholder is for all precon or quality coordination meetings.

PRECON AGENDA



OAC MEETING

WEEKLY

☐ Owner ☐ Arch
☐ PMs ☐ Supers

The owner, architect & GC review construction progress and align goals and expectations.

MTG MINUTES

