

Attendees	Company	Phone	Email

ltem	Discussion/Comment	Action By			
General					
Commissio	ning Schedule				
O&M Manua	als				
Commissioning Site Visits / Issues Log					

Meeting minutes were prepared by

Please review these minutes and advise writer of any comments/suggestions within 3 days of the distribution date.



Construction Checklists / Start-Up					
Functional Performance Tests					
Next Scheduled Meeting					

Meeting minutes were prepared by