

Weekly Meeting Plan



Below are typical weekly recurring meetings during the commissioning phase of the project. These are in addition to other weekly recurring meetings related to other areas of the project. These meetings can be set up in advance of the transition to the pre-commissioning and commissioning phases.

Weekly Commissioning Meeting

The weekly commissioning meeting informs all stakeholders not regularly involved in day-to-day project activities on the status of the commissioning phase of the project.

Therefore, this meeting is not attended by many from the Commissioning Team.

The key commissioning leads attend the meeting as well as one representative from each stakeholder group. This could be one individual to represent the owner, one individual to represent the operational group, etc.

Each representative then takes the information back to their group for further discussion.

The project schedule is used to guide the discussion at the weekly commissioning meeting.

The following topics are discussed:

- Safety and environment, if not covered in a separate safety/environment specific weekly meeting.

Weekly Meeting Plan



- Any issues from the previous week with achieving the project commissioning plan objectives and how each issue is being addressed.
- A look-ahead of the next week's commissioning objectives and any coordination required with stakeholder groups.
- Priorities for the upcoming week to ensure project commissioning objectives are met, including physical work activities, as well as documentation priorities.

Daily Coordination Meeting

The daily coordination meeting is attended by the project leads and the individuals doing the work to ensure everyone is aware of what is going on and that the correct objectives are being worked on to meet the weekly commissioning objectives. Any adjustments to the weekly plan are discussed as issues arise.

The daily coordination meeting is a more focused discussion getting to the hour-by-hour execution of the work and coordination with others:

- Review the work completed the day before.
- Overview of the work to be completed today.
- Identify any testing or witness points required.
- Identify any inputs required from others for the day's activities.
- Highlight any critical tasks required for tomorrow.
- Make any adjustments to the weekly plan as required in order to meet the weekly commissioning objectives.



Weekly Deficiency Review Meeting

A weekly snapshot of any issues or deficiencies encountered during the week needs to be maintained and reviewed by all stakeholders. One group maintains the issues/deficiency list for review at this meeting.

An issue or deficiency could be anything noticed by any project participant that does not meet contract requirements, such as a deficiency noted in an inspection report, a non-conformance report (NCR), a punch list item, or a deficiency noted in a walk-through.

At each meeting, the deficiency log is reviewed to add any new items, agree on closure of an item and removal from the list, and classification of each deficiency. See the deficiency tracking log and deficiency classification documents for further details.

Classification of deficiencies identifies the priorities of each deficiency and aligns expectations of how issues will be resolved. Any discussion on the disposition of specific deficiencies can take place at this meeting.

Specialized Meetings

During the commissioning phase of the project, there may be a need for specialized versions of these meetings. The above 3 critical meetings are still required but may get supplemented with specialized weekly meetings.



As an example, if there is a training component of the project, weekly training meetings may be required to plan and coordinate training sessions with the operating teams.

An owner specific weekly meeting may also be required, for more hands-on owners that want to be more involved in the week-to-week project activities.

As-Required Meetings

Topic specific meetings will also be required but these are not recurring meetings. As the weekly commissioning meeting cycle progresses and issues arise, there will be the need for a smaller meeting on a specific topic to address an issue or make a decision.

These meetings should only have the necessary decision makers attend, be as short as possible, and issue minutes documenting the decision to all other stakeholders.

The objectives of these as-required meetings are to address a specific topic with a specific outcome, such as a decision on how to proceed.