

EXHIBIT M MEETINGS AND PROGRESS REPORTS

1.0 Meetings and Progress Reports Details

1.01 SUMMARY:

- A. This section outlines the meeting, scheduling and reporting requirements for the Contract.
- B. The Technology Contractor will provide support for these activities as applicable including attending project meetings.
- C. Project Meetings:

[REDACTED]

- E. Related Work Specified Elsewhere:

[REDACTED]

1.02 PROJECT MEETINGS:

- A. Preliminary Conference:

- 1. Contractor will conduct a meeting within [REDACTED] after the Effective Date of Procurement Agreement, to review items stated in the agenda and to establish a working understanding between the parties as to their relationships during performance of the Work. The conference shall be attended by:
 - a. Contractor.
 - b. Representatives of principal Subcontractors and Suppliers.
 - c. Contractor.
 - d. Owner's representative(s).
- 2. Meeting Agenda:
 - a. Projected fabrication/construction schedules.
 - b. Project coordination.
 - c. Procedures and processing of:
 - (1) Substitutions.
 - (2) Submittals.
 - (3) Change Orders.
 - (4) Applications for Payment.
 - d. Procedures for testing.
- 3. Location of Meeting: Owner's office or by teleconference.
- 4. Reporting: Contractor will prepare and distribute minutes of the meeting to each party represented.

- B. Engineering Coordination Meetings:

- 1. [REDACTED] shall be attended by:
 - a. Contractor representative(s) including engineering personnel.
 - b. Representatives of principal Subcontractors and Suppliers.

- c. Owner's representative(s).
2. Meeting Agenda:
 - a. Review of action items.
 - b. Facility design interfaces.
 - c. Equipment and Material procurement status.
 - d. Engineering/fabrication/manufacturing schedules.
 - e. Requests for information (RFIs).
3. Location of Meetings: Project Site or teleconference.
4. Reporting: Contractor will prepare and distribute minutes of the meetings to each party represented.

1.03 SCHEDULES AND REPORTS:

Initial Coordination Submittals: [REDACTED]

B. Work Progress Schedule:

[REDACTED]

2. The schedule shall show the Work in a graphic format suitable for displaying scheduled and actual progress.
 - a. Prepare schedules as a horizontal bar chart with separate bar for each major portion of the Work or operation.
 - b. The schedule shall also show the Work broken down into major phases and key items with the dates Work is expected to begin and be completed. Sequence of listings shall be in the chronological order of the start of each item of Work.
 - c. Scale and spacing shall allow space for notations and revisions.
 - d. Sheet size: Minimum 11 x 17.
3. Provide sub-schedules to define critical portions of entire schedules.
4. Coordinate Work progress schedule with Work progress reports and delivery schedule.
5. Contractor will review and comment on Work progress schedule:
 - a. Contractor shall print and distribute copies of the accepted schedule to Owner, Suppliers, and other parties required to comply with scheduled dates.
6. [REDACTED]
7. Submit to Owner an updated schedule at least once monthly Schedule shall show actual progress and any proposed changes in the schedule of remaining Work.

C. Work Progress Reports:

[REDACTED]

- [REDACTED]
3. A Work progress report shall accompany each application for partial payment. Work reported complete but not readily apparent to Owner must be substantiated with supporting data.

[REDACTED]

D. Delivery Schedule:

[REDACTED]

2.0 Meeting Notes Template

Document No.:
Date Issued:

Meeting Notes

Meeting Telecom Conference Report

Distribution:	Date, Time & Place:
Subject:	Participants:
Originated By:	Recorded By:

Action Item	Assigned to/Status
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3.0 Progress Report Table of Contents

1.0 EXECUTIVE SUMMARY

2.0 DESCRIPTION OF SERVICES

A. ENGINEERING ACTIVITIES

1. Architectural
2. Civil
3. Control Systems
4. Electrical
5. Mechanical
6. Plant Design

B. PROCUREMENT

C. SAFETY & HEALTH

D. CONSTRUCTION

E. COMMUNITY RELATIONS

F. LABOR RELATIONS

G. STARTUP

3.0 ENVIRONMENTAL & SAFETY

4.0 SCHEDULE

5.0 ISSUES AND CONCERNS

6.0 APPENDICES

A. Payment Schedule

B. Scope Change Register

C. Critical Schedule Activities

D. Project Schedule Milestone Dates

E. Percent Complete Curves:

- Total Project
- Engineering
- Construction
- Startup

F. Bulk Commodity Curves:

- Concrete
- Structural Steel
- Above Ground large Bore Pipe
- Above Ground Small Bore Pipe
- Cable Tray
- Above Ground Conduit
- Cable
- Terminations

G. System Turnover Curves:

- Construction to Startup
- Startup to Owner

H. Staffing Curve

I. Purchase Order and Sub-Contract Award Status – Procurement Plan/Log

J. Owner Inspection Summary

K. Supplier Quality Shop Visits

L. Project Schedule

M. Progress Photos