

# Monthly Meeting Minutes

Date and time: \_\_\_\_\_ Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Last meeting date: \_\_\_\_\_

Attendees: \_\_\_\_\_ Last meeting minutes reviewed?  Yes  No


Topic	Follow up?
Information to Share ( <i>markets, environment, quality, planning, client requirements</i> ):	
Inspections (site/equipment):	
Assessments (steep slope/danger tree, etc.):	
Industry Alerts (topic):	
Close Calls and Near Misses:	
Incidents and Investigations:	

Date & time of next meeting: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_