Meetings Critical to Construction Project Success and Best Practices: A Case Study

Ross Ludwig
California Polytechnic State University - San Luis Obispo
San Luis Obispo, California

This project is a case study of specific meeting tactics that are being used by “Company X”, a large general contracting company. The case study was completed by conducting semi-structured interviews of “Company X” senior management personnel. The case study looked to discover which meetings were necessary to overall project success, as well as best practices for meetings in the construction industry. Communication effectiveness of the project team is essential to the overall project outcome. The project team is group of people with a diverse background. Understanding the dynamics of a group is necessary to producing a quality product. A multitude of meetings were identified as critical to the success of a project, but are not an all inclusive list. Each project is different and demands different tactics. However, the findings of this paper highlight the minimum necessary meetings to assist a construction project meet a successful completion. These meetings are discussed in depth, offering new insight into the construction industry process. Other topics discussed include meeting etiquette and virtual meeting best practices. Virtual meetings are becoming more prevalent in today's technological world. Better understanding virtual meeting best practices has become increasingly important.

Keywords: Construction Meetings, Communication, Group Dynamics, Virtual Meetings, Project Success

Meetings:

OAC

Subcontractor Progress

RFI and Submittal

GC Internal Team

All Hands Safety

Preconstruction

Best Practices:

Meeting Schedule

Agenda

Meeting Minutes

Lean Meetings

Virtual Meetings

Contact Information:
Ross Ludwig
rlludwig@calpoly.edu
(949) 683-3682