Depositing Post-Construction Review Meeting Minutes in ProjectWise

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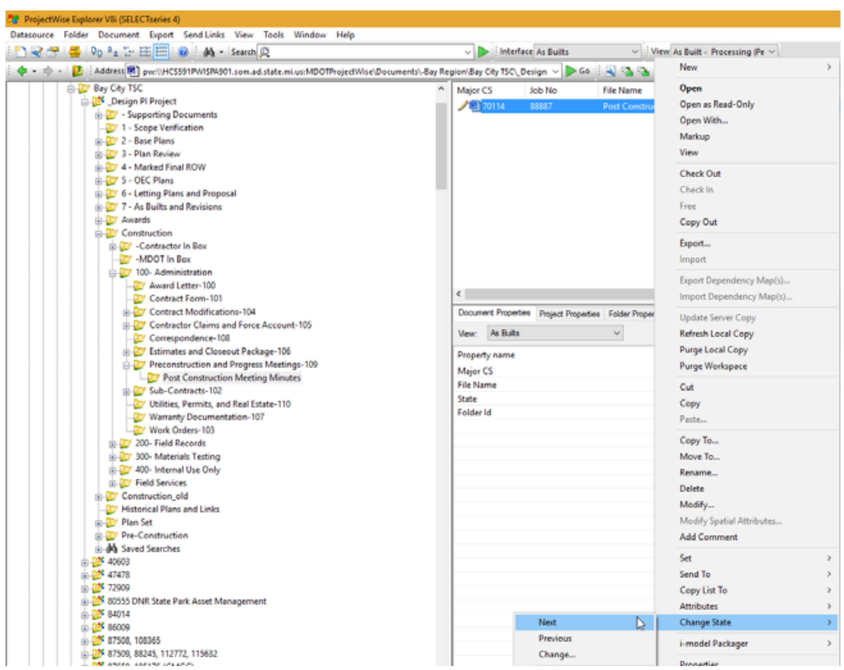
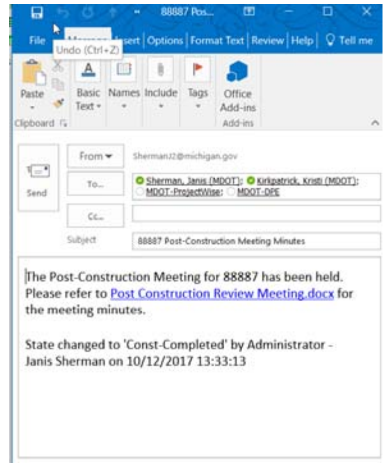
Once the Post Construction Meeting minutes have been compiled and completed, they need to be deposited into ProjectWise. Use the following procedure in order to deposit the meeting minutes and notify the appropriate stakeholders that the minutes are available for review.

Step	Instructions
1	In ProjectWise, navigate to the appropriate job number / Construction / Administration / Preconstruction and Progress Meetings / Post-Construction Meeting Minutes
2	From your local PC, drop and drag the post construction meeting minutes into the **Post-Construction Meeting Minutes** folder
3	Once the file has finished uploading into ProjectWise, right click the file, scroll down and select **Change State > Next** 

Step	Instructions
4	 The email that is automatically generated will auto-populate the To: field with the Design Project Manager and the Region Construction Engineer assigned to the job as well as a couple MDOT resources. Please do not delete any of the auto-populated email recipients from the To: field, as this is part of compliance for completing the communication loop. However, feel free to add any other stakeholders to the To: field if you would like. The subject line is also pre-populated for you as well. There is no need to change the subject unless you want to add more details to the end of it. Add any additional comments to the to message. Then click **Send**
	The email has now been sent and the feedback loop has been complete, thus ensuring audit compliance.