



PSA VIEW PRE-JOB CONFERENCE MEETING MINUTES REPORT IN APPLICATION

New Release – Generate Meeting Minutes Report after Pre-Job Conference Meeting is Closed

1. Login & Open project

The screenshot shows the application's 'Union Dashboard'. A red box at the top right contains the text 'Instructions to view new Meeting Minutes Report'. Below this, the 'Project Center' section displays a table with columns: PSA Specialist, BM Number, Site, Contractor, Dir No., License No., Contract No., Contract Title, and Book Order Date. A red box labeled 'Open Project' with an arrow points to the 'BM Number' column of the first row, which contains 'CZ-24- Stress Test'.

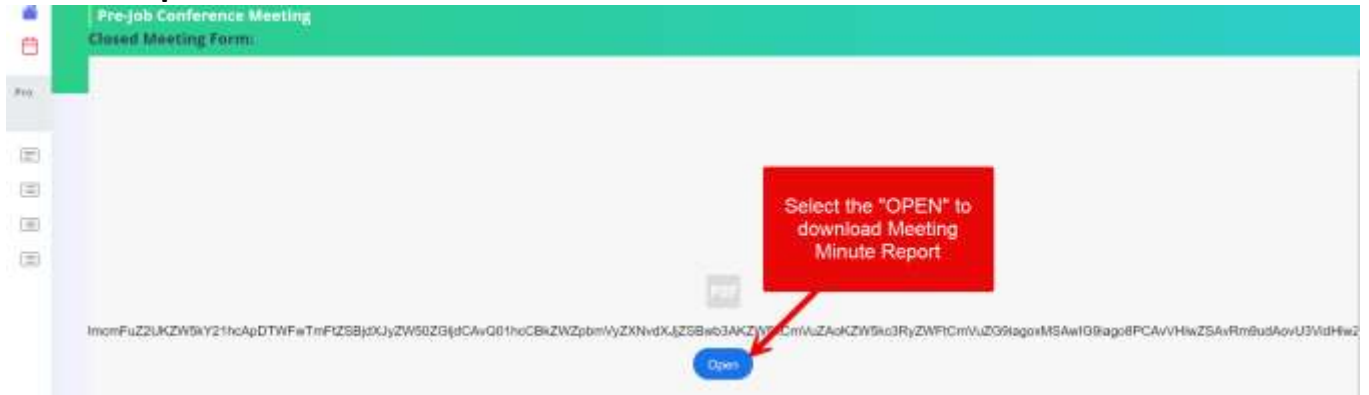
2. From Left Navigation of open Project, select Project Pre-Job Meetings

The screenshot shows the 'Project Pre-Job Meetings' view for the project 'CZ-24-Stress Test - Euclid ES Stress Test LW's Pre-Job Conference Meetings'. The left navigation menu has 'Project Pre-Job Meetings' selected, indicated by a red circle with the number '2'. The main content area shows a table with columns: PSA Specialist, Title, Meeting Date, Meeting Closed, Project, and Notes. A red box highlights the 'Meeting Closed' column header. Below the table, a red box labeled 'Open Closed Meeting' with an arrow points to the 'Meeting Closed' cell of the second row, which contains 'Yes_Closed on 06/17/2024'. A red circle with the number '3' is placed over the 'Session II Stress Test' title in the second row.

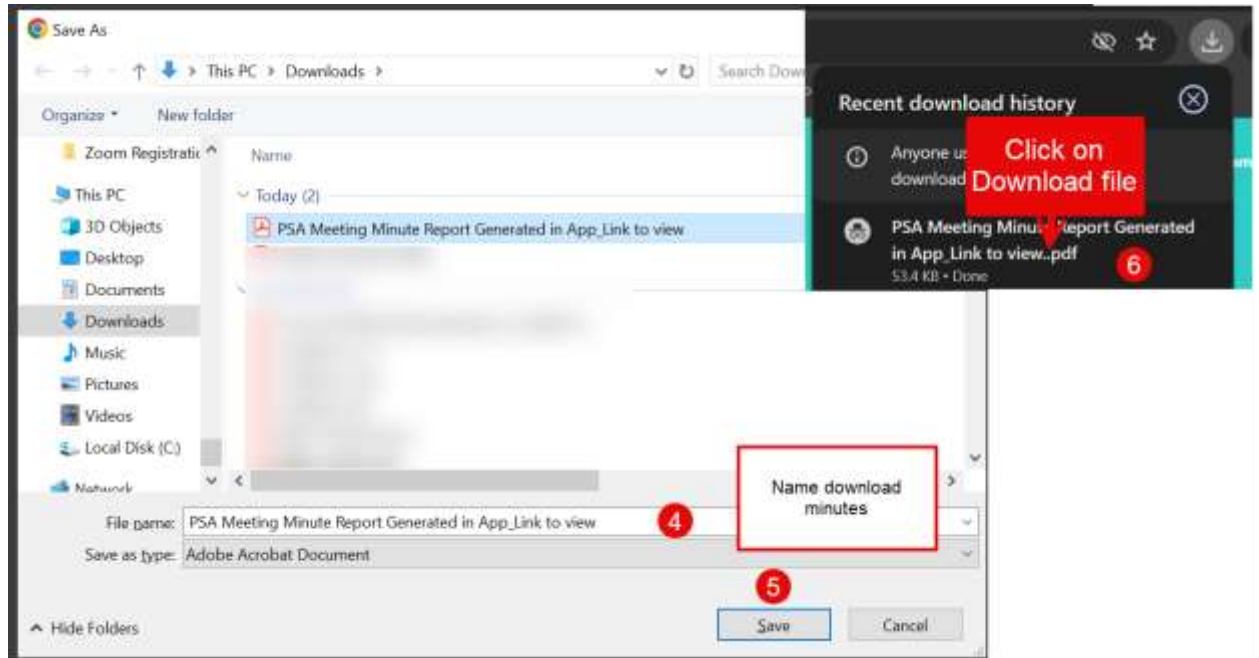


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3. Select the "OPEN" icon to generate & download the Meeting Minutes Report



4. Download File Rename 5. Save and 6. Click on Download File to VIEW





PSA VIEW PRE-JOB CONFERENCE MEETING MINUTES REPORT IN APPLICATION

7. View Meeting Minutes & Print for your record / distribution

Find text or tools



| | |
|---|---|
| | PSA Pre-Job Conference Meeting Minutes Contract No.: CZ-04 Street Test L/W, Name: East/E5 Street Test L/W Meeting Title: Section 8 Street Test Meeting Date & Time: 9:00:00 AM |
| General Contractor: STRAIGHT LINE GENERAL CONTRACTORS, INC. GC Representative: Straight Line, (858) 595-6583, slinc@straightline.com | Assigned PSA Specialist: SupoAdmin Taylor Phone: 212-555-1212 Email: haidem@galfive.com |

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Print Minutes for your records & distribution

Agenda:

1. General Contractor's Overview of Scope
2. Actions on Contractor Pre-Job Forms
3. Closing Comments, Questions, and Next Steps
4. Dismissal

Actions of Contractor Assignments

| CONTRACTOR NAME | ADDRESS CSLB LIC. NUMBER DIR NUMBER | PRE-JOB FORM SUBMITTED BY: | LOA RECEIVED? | PRE-JOB FORM STATUS |
|---|---|---|---------------|---------------------|
| STRAIGHT LINE GENERAL CONTRACTORS, INC. | 4747 OCEANSIDE BLVD SUITE C OCEANSIDE, CA 92056 CSLB: 760964 DIR: 1300002142 | Straight Line slinc@straightline.com (858) 595-6583 | False | Published |

Contract Summary: Contract Summary
Self-Performing? No

| CONTRACTOR NAME | ADDRESS CSLB LIC. NUMBER DIR NUMBER | PRE-JOB FORM SUBMITTED BY: | LOA RECEIVED? | PRE-JOB FORM STATUS |
|-----------------|--|---|---------------|---------------------|
| ADD FLOORING | 3401 PENTON STREET CHULA VISTA, CA 91914 CSLB: 921134 DIR: 1033031115 | Jack Harkov addflooring@straightline.com (858) 894-0266 | True | Published |

Overall Scope: Overall Scope of Work
Self-Performing? Yes

Union Assignments and Scopes of Work:

Crew: Crew 1

Scope of Work to be Performed: Scope of Work

Scope of Work to be Performed: Equipment

| SCOPE OF WORK | UNION ASSIGNMENT | ICR CLASSIFICATION | ASSIGNMENT STATUS | SCOPE OF WORK STATUS |
|--|---|--------------------|-------------------|----------------------|
| ASSIGNMENT ACTIVITIES- Heat & Frost Insulation | Heat & Frost Insulation, Fire stoppers, Air and Water Local Union 5 | Other | Final | Pending |

| CONTRACTOR NAME | ADDRESS CSLB LIC. NUMBER DIR NUMBER | PRE-JOB FORM SUBMITTED BY: | LOA RECEIVED? | PRE-JOB FORM STATUS |
|-----------------|--|--|---------------|---------------------|
| NEALECTRIC INC | 3790 BUSINESS PARK DRIVE VISTA, CA 92081 CSLB: 802289 DIR: 1233000227 | Neal Electric Sub neal@nealtrac.com (619) 421-1980 | True | Published |