|  |  |  |
| --- | --- | --- |
| **Project Name:**  |  |  |
| **Project # /PPN:**  | **Contract #:**  | **Task #:**  |  |

|  |
| --- |
| **Progress Meeting #** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start** | **End** | **Next Meeting** | **Next Time** | **Prepared By** | **Company** |
|  |  |  |  |  |  |  |

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| --- |
| **Project Information** |

**Award Date:**

**NTP Date:**

**End Date:**

**Calendar Days:**

 **% Complete**

**Project Status:**   **On Schedule**   **Behind**   **Ahead**

|  |  |  |
| --- | --- | --- |
| **Purpose** | **Location** | **Next Location** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attended By** | **Cell Phone\*** | **Email** | **Non-Attendees** | **Cell Phone\*** | **Email** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

\* 24 hr. Emergency Contact

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| **Discussion Notes: (**Notes regarding items discussed during the meeting are added here.) |

1. **Safety**
	1. Rail Safety
	2. PPE
	3. Safety Items / Issues
2. **Progress – Work Last 2 Weeks**
	1. Summary
	2. 2-Week Look Back
3. **Planned Work – Work Next 2 Weeks**
	1. 2-Week Look Ahead
4. **Coordination with Metra Operations and Facilities**
	1. Contractor Work Items Coordination
5. **Project Schedule**
	1. Schedule Status
	2. Monthly Updates Status
6. **Submittals**
	1. Open
	2. Upcoming
7. **Materials and RFIM’s**
	1. Material Issues
	2. Open RFIM’s
	3. Upcoming RFIM’s
8. **RFI’s**
	1. RFI Issues
	2. Open RFI’s
	3. Upcoming RFI’s
9. **ROCC’s**
	1. Upcoming ROCC’s
	2. Status of Contractor Acknowledgement of issued ROCC’s
10. **Changes – Contract Modifications (CM’s) / Change Orders (CO’s)**
	1. Upcoming CM’s & Co’s
	2. Status of CM’s
11. **Quality / TPCQMP**
	1. Quality Issues
	2. Open NCR’s
	3. NCR Issues
12. **Pay Applications**
	1. Upcoming Pay Apps
	2. Submitted Pay Apps
	3. Paid Pay Apps
13. **Labor and DBE Compliance**
	1. Status of Contractor LCP Tracker Updates
	2. Labor Reporting
14. **Discussion Items**
	1. Discussion Items not covered above
15. **Next Meeting**

 **ACTION ITEMS TABLE** (PROJECT TASKS PER MEETING DISCUSSION ARE SHOWN IN THIS TABLE)

| **Meeting No.****Item No.** | **Category / Action** | **Responsible Party** | **Status****(Open / Closed)** | *Entry Date*Due DateCompletion Date |
| --- | --- | --- | --- | --- |
| **A** | **SAFETY** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **B** | **PROGRESS – Work Last 2 Weeks** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **C** | **PLANNED WORK – Work Next 2 Weeks** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **D** | **COORDINATION WITH METRA OPERATIONS AND FACILITIES** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **E** | **PROJECT SCHEDULE** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **F** | **SUBMITTAL** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **F** | **PROJECT SCHEDULE** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **G** | **MATERIALS AND RFIM’S** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **H** | **RFI’S** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **I** | **ROCC’S** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **J** | **CHANGES – Contract Modifications (CM’s) / Change Orders (CO’s)** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **K** | **QUALITY / TPCQMP** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **L** | **PAY APPLICATIONS** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **M** | **LABOR AND DBE COMPLIANCE** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **N** | **DISCUSSION ITEMS** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| **O** | **NEXT MEETING** |  |  |  |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |
| XX.XX |  |  |  | *Entry Date*Due DateCompletion Date |

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| Any comments, additions, or corrections are to be submitted in writing, within five (5) business days of the issue date of these minutes. If no comments, additions, or corrections are received within five (5) business days of the issue date, these minutes shall be deemed approved, and shall be binding on all parties. |