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

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

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

|  |
| --- |
| **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

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

1. Introductions
   1. Project Manager
   2. Task Leads
   3. Other Staff
2. Project Description
   1. Location
   2. Scope
   3. Design Concept
3. Safety
   1. Discussion of safety concerns
4. Schedule Review – See Attached
   1. Overview of Design Task Schedule
   2. Anticipated Construction Schedule
5. Invoicing
   1. Designer Invoice Schedule
   2. Approved cost estimate of the design task
   3. DBE Goals (Commitment)
6. Cost Projection of Construction
7. Permits and Agreements
8. Land Acquisition
   1. Right-of Way
   2. Temporary Easements
   3. Permanent Easements
9. Existing Information
   1. Existing Plans
   2. Existing Survey
   3. Existing Photos
10. Risk Register Review – See Attached
    1. [Identify risks]
11. Operations and Stakeholder Coordination
12. Project Charter

**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 Date  Completion Date |
| --- | --- | --- | --- | --- |
| **A** | **INTRODUCTIONS** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **B** | **PROJECT DESCRIPTION** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **C** | **SAFETY** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **D** | **SCHEDULE** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **E** | **INVOICING** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **F** | **COST PROJECTION OF CONSTRUCTION** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **G** | **PERMITS AND AGREEMENTS** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **H** | **LAND ACQUISITION** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **I** | **EXISTING INFORMATION** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **J** | **RISK REGISTER** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **K** | **OPERATIONS AND STAKEHOLDER COORDINATION** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **L** | **PROJECT CHARTER** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion 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. |