|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\* 24 hr. Emergency Contact

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

1. Introductions / Project Construction Overview
   1. Metra project overview
2. Safety
   1. Safety Equipment & PPE
   2. Hard Hat
   3. Steel Toe Boots
   4. Safety Glasses with Side Shields
   5. Facemasks per FRA Requirements
3. Quality
   1. Project Organization Chart
   2. Training Log
   3. Inspection and Testing Plan
   4. Equipment Calibration Log
4. Schedule
   1. Calendar Days
5. Preconstruction Deliverables and Initial Requirements
   1. Schedule of Submittals
   2. Schedule of Values
   3. Project Schedule with Narrative Report
   4. Major Products (Long Lead) Delivery Schedule
6. Procurement
   1. Post NTP Contract Requirements
   2. CO / CM Instructions
   3. ICE Instructions
7. Labor Compliance and DBE
   1. Certified Payrolls (LCPtracker)
   2. Illinois Apprenticeship Work Program (Required?)
   3. DBE Goal Percentage and Tracking
8. Coordination with Metra Shop Operations / Project Sites
   1. Staging Area
   2. Staging Plan
   3. Site Access and Temporary Security
   4. Coordination of Existing Equipment Demolition (As Required)
   5. Equipment Shutdown and Commissioning (As Required)
9. Construction Procedures
   1. Contact Requirements
   2. Flagging Requests / Procedures
   3. Coordination with Metra Operations (As Required)
   4. Project Related Specifics (As Required)
   5. Project Related Permit(s) Status
10. Pay Request Procedures
    1. Metra ftp site for forms, instructions and samples of Pay Applications
11. Discussion Items / Questions
    1. Open Discussion
    2. Questions
12. Progress Meetings
    1. Weekly Progress Meeting – Day & Time

**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 / PROJECT CONSTRUCTION OVERVIEW** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **B** | **SAFETY** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **C** | **QUALITY** |  |  |  |
| 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** | **PRECONSTRUCTION DELIVERABLES AND INITIAL REQUIREMENTS** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **F** | **PROCUREMENT** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **G** | **LABOR COMPLIANCE AND DBE** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **G** | **MATERIALS AND RFIM’S** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **H** | **COORDINATION WITH METRA SHOP OPERATIONS / PROJECT SITES** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **I** | **CONSTRUCITON PROCEDURES** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **J** | **PAY REQUEST PROCEDURES** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **K** | **DISCUSSION ITEMS / QUESTIONS** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **L** | **PROGRESS MEETINGS** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |

|  |
| --- |
| 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. |