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

 **Check-**

|  |  |
| --- | --- |
| **Pre-Construction Meeting #:** |  |

**n Meeting #** [ADD MEETING NUMBER]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date**  | **Start Time** | **End Time** | **Next Meeting Date** | **Next Meeting 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:** |
|  |  |  |

|  |
| --- |
| **Anticipated Attendees** |
| See attached Meeting Attendance Sheet form.*(Include meeting sign-in sheet with minutes)* |

|  |
| --- |
| **Agenda Discussion Topics** |

| **Item No.** | **Category/Action** |
| --- | --- |
| **A** | **Introductions** *[Introduction of the staff involved in the project. Individuals’ names, project roles, individual responsibilities, and employer.]* |
|  | 1. Project Manager
2. Task Leads
3. Other Staff
4.
 |
| **B** | **Project Description** *[Provide the project location, the scope of the project and an overview of the design concept and project goals.]* |
|  | 1. Location
2. Scope
3. Design Concept
 |
| **C** | **Safety** |
|  | 1. Discussion of safety concerns.
 |
| **D** | **Schedule Review – See Attached** |
|  | * 1. Overview of Design Task Schedule *[Review project schedule; Identify major milestones.]*
	2. Anticipated Construction Schedule *[Provide the bidding date and expected construction start date.]*
 |
| **E** | **Invoicing** |
|  | 1. Designer Invoice Schedule *[Provide a schedule of when invoices will occur.]*
2. Approved cost estimate of the design task
3. DBE Goals (Commitment) *[Provide an overview of the DBE Goals, DBE responsibilities and goals.]*
 |
| **F** | **Cost Projection of Construction** |
|  |  *[Provide an estimated cost for the construction of the project.]* |
| **G** | **Permits and Agreements** |
|  |  *[Identify the list of permits and agreements that will need to be acquired for this project. Provide a schedule of permit submission to facilitate on-time project delivery.]* |
| **H** | **Land Acquisition**  |
|  |  *[Identify any project areas that require land acquisition. Provide a cost estimate and schedule to acquire the land.]*1. Right-of Way
2. Temporary Easements
3. Permanent Easements
 |
| **I** | **Land Acquisition**  |
|  |  *[List any existing information and resources that can assist in the design of the project.]*1. Existing Plans
2. Existing Survey
3. Existing Photos
 |
| **J** | **Risk Register Review** |
|  | See Attached *[Provide a risk matrix for the project.]*1. [Identify risks]
 |
| **K** | **Operations and Stakeholder Coordination**  |
|  |  *[Provide a table with identified stakeholders, the frequency of the meetings, the purpose of these meetings, and suggested attendees.]* |
| **L** | **Project Charter**  |
|  |  *[Provide a project charter.]* |