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

**Check-**

|  |  |
| --- | --- |
| **Design Progress 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** | **Safety** |
|  | 1. [List potential safety concerns] 2. Rail Safety Training 3. Debriefings for upcoming work |
| **B** | **Design Updates and Criteria** |
|  | 1. [Insert Discipline] 2. Design Criteria / Requirements 3. Changes approved |
| **C** | **Schedule Review – See Attached** |
|  | 1. On schedule, anticipated delays? |
| **D** | **Cost Projection of Construction** |
|  |  |
| **E** | **Risk Register Review – See attached** |
|  | 1. [List potential risks] 2. [List potential changes] |
| **F** | **Stakeholder Coordination** |
|  | 1. [List Stakeholders] |
| **G** | **Upcoming Submittals Items** |
|  | 1. [List submittal items] |
| **H** | **Budget and Scope** |
|  | 1. Contract Modifications / Change Orders |
| **I** | **Quality** |
|  | 1. Nonconformances 2. TPCQMP Requirements 3. Internal Audits 4. External Audits by Metra |
| **J** | **Permits / Agreements** |
|  | 1. ` |
| **K** | **Environmental** |
|  | 1. Environmental assessment and mitigation |
| **L** | **Data Collection** |
|  | 1. Site Survey, Soil Borings / geotechnical, Utilities 2. Site Visits 3. Previous Studies |
| **M** | **Operations / Coordination** |
|  | 1. Flagging, signals coordination required for field work |
| **N** | **Land Acquisition** |
|  |  |
| **O** | **Other Issues** |
|  |  |