|  |  |
| --- | --- |
| Project Name: |  *[Insert Project Name]* |
| Project # / PPN: | *[Insert Project #/ PPN]* | Contract #: | *[Insert Contract #]* | Task #: | *[Insert Task#]* |

 Check-

|  |  |
| --- | --- |
| Progress Meeting #: | *[Insert 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: |
| Review Project Progress and Open Items | *[Insert location / MS Teams]* | *[Insert location / MS Teams]* |

|  |
| --- |
| Anticipated Attendees |
| See attached Meeting Attendance Sheet. *(Use PF-F-12)**(Include meeting sign-in sheet with minutes)* |

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

| Item No. | Category/Action | Resp. Party |
| --- | --- | --- |
| A | Safety |  |
|  | * Metra reminder: All contractors coming to the site must have on their person their Metra Contractor Safety Card and appropriate PPE inclusive of hard hat, safety glasses, steel toed boots, and orange safety vest.
* Review Safety items or issues
 | All |
| B | PROGRESS - Work Last 2 Weeks |  |
|  | * Contractor to provide summary of work in the past 2 weeks.
* Contractor 2 Week Look Back
 | Contractor |
| C | PLANNED WORK – Work Next 2 Weeks |  |
|  | * Contractor 2 Week Look Ahead Schedule
 | Contractor |
| D | COORDINATION WITH METRA OPERATIONS AND FACILITIES |  |
|  | * Discussion of Contractor work items for coordination
 | Contractor |
| E | PROJECT SCHEDULE |  |
|  | * Review status of Project Schedule *(Refer to PF-I-27 and update the project team on and changes/deviations)*
* Review status of Monthly updates.
 | Const. Mgr. Contractor |
| F | SUBMITTALS |  |
|  | * Review and discussion of open and upcoming submittals (Refer to attached Submittal Log) *(Use PF-F-29 or PF-F-30)*
 | Const. Mgr. Contractor Metra |
| G | MATERIALS AND RFIM’S |  |
|  | * Review and discuss material issues, open and upcoming RFIM’s. (Refer to attached RIFM Log) *(Use PF-F-21 and PF-F- 22)*
 | Const. Mgr. Contractor Metra |
| H | RFI’S |  |
|  | * Review and discuss RFI issues, open and upcoming RFIs (Refer to attached RFI Log) *(Use PF-F-19 and PF-F-20)*
 | Const. Mgr. Contractor Metra |
| I | ROCC’S |  |
|  | * Review and discuss upcoming ROCC’s and status of Contractor acknowledgement of issued ROCC’s
* (Refer to attached ROCC Log) *(Use PF-F-25 and PF-F-26)*
 | Const. Mgr. Contractor |
| J | CHANGES – Contract Modifications (CM’S) / Change Orders (CO’S) |  |
|  | * Review and discuss upcoming CM’s / CO’s and status of CM’s (Refer to attached CM Log) *(Use PF-F-05)*
 | Const. Mgr. Contractor Metra |
| K | QUALITY/TPCQMP |  |
|  | * Review and discuss quality and NCR issues or open NCR’s (Refer to attached NCR Log and Testing & Inspection Log) *(Use PF-F-11 and PF-F-15)*
 | Const. Mgr. Contractor Metra |
| L | PAY APPLICATIONS |  |
|  | * Review status of upcoming, submitted, and paid Pay Applications.
 | Const. Mgr. Contractor Metra |
| M | LABOR AND DBE COMPLIANCE |  |
|  | * Review status of Contractor LCP Tracker Updates and Labor Reporting.
* Discuss status or changes to DBE compliance.
 | Const. Mgr. Contractor Metra |
| N | DISCUSSION ITEMS |  |
|  | * Discussion items not addressed in previous sections
 | Const. Mgr. Contractor Metra |
| O | NEXT MEETING |  |
|  | * Day of Week, Date, Time

 *(The CM should complete meeting minutes using PF-F-13 and distribute prior to next progress meeting)* | All |

|  |
| --- |
| *Meeting Minutes shall be documented using Metra form PF-F-13b Construction Progress Meeting Minutes and shall be completed and distributed by the Construction Manager.*  |

Here is a link to access all the Metra Capital Delivery and Engineering forms listed above: <https://metra.com/engineering#Forms_and_Instructions>