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