

Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Meeting Agenda topics. The Metra Meeting Minutes Form, **PF-F-13a_Design Progress Meeting Minutes**, must be used to document the discussions of a meeting, as well as the action items which result from that meeting. The form is on the Metra Capital Delivery and Engineering web page. Here is a link to access the forms: (https://metra.com/engineering#Forms_and_Instructions)

All meetings between the Metra PM/CM, Third Party Contractors, Designers, Contractors and/or Stakeholders shall be documented using the Meeting Minutes form. Meeting Minutes shall be prepared by the Designer of Record or the Construction Manager. If the Design of Record or Construction Manager is not participating in the meeting, then the meeting organizer shall prepare the minutes.

All Meeting Minute packages shall be turned over to Metra as a part of project closeout. All documents shall be submitted to Metra electronically and as described in the TPC's Contract.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the form.

1. To insert the Third Party logo, double click on the Metra logo in the Header, delete the Metra logo, click the Insert tab on the top of the tool bar, click Pictures, find your logo, click insert, then size as appropriate.
2. The footer shall be revised to incorporate the Project Name, Metra project number / PPN (Project Package Number applies to Capital Delivery Projects), Contract number, Task number (if applicable), and Kick-off Meeting number.
3. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor without prior approval by Metra.

Project Name: _____
 Project # / PPN: _____ Contract #: _____ Task #: _____

Pre-Construction Meeting #: _____

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
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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?

Project Name:		Contract #		Task #		Check-in Meeting #:	
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Item No.	Category/Action
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

Meeting Minutes shall be documented using Metra form PF-F-13a Design Progress Meeting Minutes and shall be completed and distributed by the Design Project Manager.

Project Name:					
Project # /PPN:	Contract #	Task #	Check-in Meeting #:		