

Meeting Minutes

Project Name: Metra Bridge and Wall Project, Glenwood, IL
 Project #: AB-1234 Contract #: PO012457 Task #: N/A

Progress Meeting # 21

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
7/21/10	11:00 AM	12:00 PM	7/28/10	11:00 AM	John Doe	XYZ Consulting

Project Information

Award Date: 1/5/10
 NTP Date: 2/5/10
 End Date: 1/5/11
 Calendar Days: 365
25 % Complete
 Project Status: On Schedule Behind Ahead

Purpose	Location	Next Location
Progress Meeting # 21	Field Office	Field Office

Attended By	Non-Attendees
Metra – Sam Smith XYZ Consulting – John Doe ABC Construction – Bob Roberts	Metra – Jane Johnson XYZ Consulting – Tom Thompson ABC Construction – Frank Franklin

Discussion Notes

The discussion that took place during the meeting is described here.

Item No.	Category/Action	Resp. Party	Status	Entry Date Due Date Com. Date
	Project Status			
21.01	Project on schedule, no delays.	B. Roberts, ABC	N/A	7/21/10 N/A N/A
	Progress (Last 2 Weeks)			
21.02	Completed foundation concrete. Started forming walls.	B. Roberts, ABC	N/A	7/21/10 N/A N/A
	Planned Work (Next 2 Weeks)			
21.03	Form walls A, B, and C. Tie rebar on walls A, B, and C.	J. Doe, XYZ	N/A	7/21/10 N/A N/A
	Submittals			
21.04	Structural steel shop drawings approved.	J. Doe, XYZ	N/A	7/21/10 N/A N/A
	Materials			
21.05	Reinforcement available for inspection in 5 days. Concrete testing required in approximately 2 weeks	J. Doe, XYZ	Open	7/21/10 8/4/10

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RFIs				
20.05	RFI # 12 regarding the end of wall condition returned by XYZ. Additional concrete wall required; ROCC # 7 issued detailing changes	J. Doe, XYZ	Closed	7/14/10 7/19/10 7/16/10 7/21/10
21.06	No Open RFIs.	J. Doe, XYZ	N/A	N/A N/A
ROCCs				
21.07	ROCC # 7 is awaiting pricing from Construction Contractor for additional wall return required due to unanticipated site condition.	B. Roberts, ABC	Open	7/21/10 7/26/10
Quality				
Safety				
Discussion Items				
20.05	Permitting Complete. Permit from City received by ABC and submitted to DEF.	B. Roberts, ABC	Closed	7/14/10 7/21/10 7/19/10
20.07	Sidewalk work complete. Main Street to be open to pedestrian traffic.	B. Roberts, ABC	Closed	7/14/10 7/21/10 7/19/10
21.08	Construction Contractor requests flagging for Saturday work on 7/31/10 from 9 AM to 3 PM with Form B protection on Track 2.	S. Smith, Metra	Open	7/21/10 7/31/10

Any comments, additions, or corrections are to be submitted in writing, within five (5) business days of the issue date of these minutes. If no comments, additions, or corrections are received within five (5) business days of the issue date, these minutes shall be deemed approved, and shall be binding on all parties.