Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding Meeting Minutes. Meeting minutes are used to document the discussion of a meeting, as well as the action items which result from that meeting.

Meeting minutes shall be completed by the Third Party Contractor within 3 business days from the date of the meeting. Meeting minutes shall be distributed electronically to all meeting attendees, as well as any additional individuals identified by Metra. The minutes should be packaged as a PDF document; along with the Meeting Attendance Sheet and any handouts circulated at the meeting (this includes plans, memos, letters, etc). A draft of the Meeting Minutes should be sent to the Metra Project Manager for **review and approval**, prior to distributing them.

Enter all text as described in the notes on the following pages. The Discussion Notes section will automatically expand as text is typed.

The meeting action items are tracked in a table following the Discussion Notes. The action items table shall be broken up into different categories to simplify tracking. Categories for design, construction, and signals projects, as well as a description of the types of actions that should be tracked under each category, are provided on Pages 4, 5, and 6 of these instructions. All required categories shall be listed in the action items table whether used or not. Actions shall be added to the table (insert rows) under the appropriate category, specifying the responsible party, status, and critical dates. Action item categories shall have bolded text, Arial, 10 point font. Actions shall be un-bolded text, Arial, 8 point font.

The status of the action item can only be “Open” or “Closed”. The action’s entry date, due date, and completion date are to be stacked in a split cell. In order to stack dates in a cell, right-click with your mouse on the cell that you want to split. Select “Split Cells…” from the list. Enter “1” column and “3” rows in the appropriate boxes, and then click OK. The cell is now ready to enter the stacked dates. Dates should also follow the color coding established in the action item table: Entry date (Blue), Due Date (Black), and Completion Date (Green).

Actions items shall be numbered in the following manner: The progress meeting number, followed by a sequential action item number, followed by an update number (if applicable). If, for example, the first action is being entered into the category “Submittals” from the construction action item categories list, and it’s the first progress meeting, then that action should be numbered 01.01. If that action remains open at the next meeting, and there is an update to that action, then it should be numbered 01.01.01. The action should continue to be tracked until it is closed (01.01.02, 01.01.03, etc). The most recent update to an action should be displayed with bold text. Once the action is closed, it should remain in the action items table through the next progress meeting, and then dropped from the list (delete the row). Action item numbers should never be recycled.

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

All Meeting Minute packages shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

Notes:

1. To insert the Third Party logo, doubleclick 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. It is strongly recommended that the “Meeting Minutes Sample” be referred to when completing this form.
3. The footer shall be revised to incorporate the Project Name, Metra project number, Contract number, Task number (if applicable), and Progress Meeting number.
4. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.

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Notes	Description
Note 1	Enter the project name, e.g., job description.
Note 2	Enter the Metra project number.
Note 3	Enter the Contract number.
Note 4	Enter the Task number, if applicable.
Note 5	Enter the progress meeting number. This is a sequential number beginning with 01. (Ex. 01, 02, 03, etc.)
Note 6	Enter the date of the meeting. (xx/xx/xx)
Note 7	Enter the start time of the meeting. (xx:xx)
Note 8	Enter the end time of the meeting. (xx:xx)
Note 9	Enter the date of the next meeting. If the date of the next meeting has yet to be determined, enter TBD in the box. (xx/xx/xx)
Note 10	Enter the time for the next meeting. If the time for the next meeting has yet to be determined, enter TBD in the box. (xx:xx)
Note 11	Enter the name of the person who prepared the minutes.
Note 12	Enter the company that the person who prepared the minutes works for.
Note 13	Enter the date the project was awarded. (xx/xx/xx)
Note 14	Enter the date the notice to procedd was issued. (xx/xx/xx)
Note 15	Enter the end date of the project. (xx/xx/xx)
Note 16	Enter the number of calendar days found in the 'Period of Performance' section of the contract documents. Enter N/A if calendar days are not noted in the contract documents.
Note 17	Enter the project percent of completion to date.
Note 18	Enter an 'x' on the line in front of the applicable project status.
Note 19	Enter the purpose of the meeting.
Note 20	Enter the location of the meeting.
Note 21	Enter the location for the next meeting. If the location of the next meeting has yet to be determined, enter TBD in the box.
Note 22	Enter the names of the people that attended the meeting. Indicate both Metra and Third Party project managers. Insert rows into the table as required.
Note 23	Enter the names of those people who were invited, but did not attend the meeting. You may also list personnel who were not invited but are being issued the meeting minutes for information. Insert rows into the table as required.
Note 24	Enter a description of the discussion that took place at the meeting. This area will expand as required.
Note 25	Enter the action item number.
Note 26	Enter the action item category and a description of the action item. See Exhibits A, B and C (Pages 4, 5, and 6 of these instructions) for the action item categories.
Note 27	Enter the responsible party for completing the action.
Note 28	Enter the status of the action [Open or Closed].
Note 29	Enter the date that the action was entered into the table. (xx/xx/xx)
Note 30	Enter the due date for the action. (xx/xx/xx)
Note 31	Enter the completion date for the action. (xx/xx/xx)
Note 32	Enter the Project Name into the footer.
Note 33	Enter the Metra project number into the footer.
Note 34	Enter the Contract number into the footer.
Note 35	Enter the Task number into the footer, if applicable.
Note 36	Enter the Progress Meeting number into the footer.

INSTRUCTIONS

Meeting Minutes

Project Name: Note 1
Project #: Note 2 **Contract #:** Note 3 **Task #:** Note 4

Progress Meeting # Note 5

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
Note 6	Note 7	Note 8	Note 9	Note 10	Note 11	Note 12

Project Information
Award Date: Note 13
NTP Date: Note 14
End Date: Note 15
Calendar Days: Note 16
Note 17 **% Complete**
Project Status: _ On Schedule _ Behind _ Ahead Note 18

Purpose	Location	Next Location
Note 19	Note 20	Note 21

Attended By	Non-Attendees
Note 22	Note 23

Discussion Notes
Note 24

Item No.	Category/Action	Resp. Party	Status	*Entry Date* Due Date Com. Date
Note 25	Note 26	Note 27	Note 28	Note 29 Note 30 Note 31

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.

INSTRUCTIONS

Instructions

Design Project:

Meeting Minutes – Action Item Categories	
Category	**Description**
Schedule	Review of project schedule. Indicate work delays, future work scheduled and timeline for completion. Answers the question if the project is staying on target.
Budget & Scope	Track scope of work and contract budget. Includes task orders authorized and monies obligated and expended. Contract Modifications/Change Orders can also be tracked here.
Submittals	Contract documents (plans, specs, cost estimate, etc) submitted at various design stages – 30%, 60%, 90%, etc.
Quality	Any quality issues on a project involving the CDQMP, quality audits, nonconformance and corrective action.
Permits / Agreements	Indicate progress on applications for permits and approvals from regulatory agencies. Includes tracking of agreements with other railroads and municipalities.
Environmental	Environmental assessment and mitigation. Any wetland, floodplain, hazardous materials, noise, or other natural/physical environmental issues.
Operations / Coordination	Any flagging or signals coordination needed for field work (survey, geotechnical, etc).
Safety	Metra/FRA on-track safety training. Track any safety incidents reported. Field debriefings needed for upcoming work.
Design Criteria	Defines the standards, codes and guidelines to be followed on a project. Track any major design assumptions made. Includes engineering work requirements to be adhered to.
Data Collection	Gathering of project data including site survey, soil borings/geotechnical, identification and location of existing utilities, site visits, and previous studies/existing plans.
Land Acquisition	Track any real estate acquisition and communications/negotiations with property owners.
Other Issues & Concerns	Any miscellaneous items that do not fit into the other categories.

EXHIBIT A

INSTRUCTIONS

Instructions

Construction Project:

Meeting Minutes – Action Item Categories	
Category	**Description**
Project Status	Review of project status. Discuss delays, schedule revisions and timeline for completion.
Progress (Last 2 weeks)	Review work completed last 2 weeks. Discuss any schedule benchmarks there were achieved or problems and delays.
Planned Work (Next 2 weeks)	Contractor discusses planned work and distributes and reviews their 2 week look-ahead schedule.
Submittals	Review any open submittals and discuss outstanding submittals.
Materials	Issues involving materials such as delivery, lead times, availability, handling and storage, etc.
RFIs	Requests for Information. Contractor seeking data or direction from Metra. Track open and closed items.
ROCCs	Record of Contractor Contact. Items that Metra direct the Contractor to do are discussed. Track open and closed items.
Quality	Any quality issues on a project involving QMPs, quality audits, nonconformance and corrective action. The QMP status and NCRs can be tracked here.
Safety	Metra/FRA on-track safety training. Track any safety incidents reported. Field debriefings needed for upcoming work.
Discussion Items	All other items discussed are tracked here. Including but not limited to permitting, outside agency correspondence, and project construction issues. Items will be tracked by the Progress Meeting number and sequentially by the item discussed (Ex. 05.03 – would be from the fifth project meeting and the third item discussed at that meeting).

INSTRUCTIONS

EXHIBIT B

Instructions

Signals Project:

Meeting Minutes – Action Item Categories	
Category	**Description**
Project Status	Review of project status. Discuss delays, schedule revisions and timeline for completion.
Progress (Last 2 weeks)	Review work completed last 2 weeks. Discuss any schedule benchmarks there were achieved or problems and delays.
General Type of Work Performed	Indicate the type of work that was recently performed and planned for the next 2 weeks. To be detailed under Discussion Items.
Planned Work (Next 2 weeks)	Discuss planned work and review the 2 week look-ahead schedule. To be detailed under Discussion Items.
Submittals	Review and indicate the status for any open submittals and discuss outstanding submittals. Product and Design submittals are tracked in their respective logs.
Materials	Discuss issues involving materials such as delivery, lead times, availability, handling and storage, etc.
RFIs & CMRs	Requests for Information and Contract Modification Requests. RFI - Contractor seeking data or direction from Metra. CMR – Scope and/or material changes resulting in additional costs. RFIs and CMRs are tracked in their respective logs.
ROCCs	Record of Contractor Contact. Items that Metra direct the Contractor to do are discussed. Track open and closed items.
Discussion Items	All other items discussed are tracked here, including but not limited to, permitting, outside agency correspondence, and project construction issues. Items will be tracked by the Progress Meeting number and sequentially by the item discussed (Ex. 05.03 – would be from the fifth project meeting and the third item discussed at that meeting).
Safety	All workers on Metra property must wear proper safety equipment. Reflective vest, hard hat, steel toe boots, and safety glasses. No exceptions. Discuss any safety issues here.

EXHIBIT C

INSTRUCTIONS