|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | |  |  |
| **Project # / PPN:** | **Contract #:** | **Task #:** |  |

|  |
| --- |
| **Progress Meeting #** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start** | **End** | **Next Meeting** | **Next Time** | **Prepared By** | **Company** |
|  |  |  |  |  |  |  |

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| --- |
| **Project Information** |

**Award Date:**

**NTP Date:**

**End Date:**

**Calendar Days:**

**% Complete**

**Project Status:**   **On Schedule**   **Behind**   **Ahead**

|  |  |  |
| --- | --- | --- |
| **Purpose** | **Location** | **Next Location** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attended By** | **Cell Phone\*** | **Email** | **Non-Attendees** | **Cell Phone\*** | **Email** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

\* 24 hr. Emergency Contact

|  |
| --- |
| **Discussion Notes: (**Notes regarding items discussed during the meeting are added here.) |

1. **Safety**
   1. Safety concerns
   2. Rail Safety Training
   3. Debriefings for upcoming work
2. **Design Updates and Criteria**
   1. Discipline
   2. Design Criteria / Requirements
   3. Changes approved
3. **Schedule Review – See attached**
   1. On schedule, anticipated delays
4. **Cost Projection of Construction**
5. **Risk Register Review – See attached**
   1. Potential risks
   2. Changes]
6. **Stakeholder Coordination** 
   1. Stakeholders
7. **Upcoming Submittals Items**
   1. Submittal items
8. **Budget and Scope**
   1. Contract Modifications / Change Orders
9. **Quality**
   1. Nonconformances
   2. TPCQMP Requirements
   3. Internal Audits
   4. External Audits by Metra
10. **Permits / Agreements**
    1. Permit Progress
    2. Regulatory approvals
    3. Railroad Agreements
11. **Environmental**
    1. Environmental assessment and mitigation
12. **Data Collection**
    1. Site Survey, Soil Borings / geotechnical, Utilities
    2. Site Visits
    3. Previous Studies
13. **Operations / Coordination**
    1. Flagging, signals coordination required for field work
14. **Land Acquisition**
15. **Other Issues**

**ACTION ITEMS TABLE** (PROJECT TASKS PER MEETING DISCUSSION ARE SHOWN IN THIS TABLE)

| **Meeting No.**  **Item No.** | **Category / Action** | **Responsible Party** | **Status**  **(Open / Closed)** | *Entry Date*  Due Date  Completion Date |
| --- | --- | --- | --- | --- |
| **A** | **SAFETY** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **B** | **DESIGN UPDATES AND CRITERIA** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **C** | **SCHEDULE REVIEW** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **D** | **COST PROJECTION OF CONSTRUCTION** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **E** | **RISK REGISTER REVIEW** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **F** | **STAKEHOLDER COORDINATION** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **G** | **UPCOMING SUBMITTALS** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **H** | **BUDGET AND SCOPE** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **I** | **QUALITY** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **J** | **PERMITS / AGREEMENTS** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **K** | **ENVIRONMENTAL** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **L** | **DATA COLLECTION** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **M** | **OPERATIONS / COORDINATION** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **N** | **LAND ACQUISITION** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| **0** | **OTHER ISSUES** |  |  |  |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |
| XX.XX |  |  |  | *Entry Date*  Due Date  Completion Date |

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| --- |
| 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. |