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

 **Check-**

|  |  |
| --- | --- |
| **Check-in Meeting #:** |  |

**n Meeting #** [ADD MEETING NUMBER]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date**  | **Start Time** | **End Time** | **Next Meeting Date** | **Next Meeting 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:** |
|  |  |  |

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| **Anticipated Attended By – Company:** |
| [Names of anticipated attendees, per Meeting Attendance Sheet form] *Required to list Metra PM and Consultant PM (Designate Meeting Chairperson.  Ex.:  The Consultant)*  |

| **Agenda Discussion Topics**  |
| --- |
| Consultant Invoicing* 1. Next invoice milestones *(List the next invoice milestones and dates)*
	2. Up to date on payments *(Provide the list of payments and dates)*
	3. DBE Goals (Commitment vs Actual)
		+ *(Provide an overview of the DBE original goals for the project.)*
		+ *(Provide the actual usage of DBE firms and an overview of their responsibilities)*
	4. Actual costs posted *(Provide the actual costs to date)*
	5. Total actual costs *(Provide overall total costs of the project to date)*
	6. Remaining project design budget
 |
| Scheduling and Risk1. Project Schedule *(Provide the current design schedule)*
2. Percent Completion
3. Risk Factors *(Provide current Risk Register)*
 |
| C. Contract Amendments and Modifications *(Provide information on current and proposed contract changes)* |
| D. Open Discussion |

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| --- |
| *Meeting Minutes shall be documented using Metra form PF-F-13d Consultant Check-in Meeting Minutes and shall be completed and distributed by the Construction Manager.* |