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

**Check-**

|  |  |
| --- | --- |
| **Kick-off Meeting #:** |  |

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

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| --- | --- | --- | --- | --- | --- | --- |
| **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 |

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

|  |  |  |
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| **Purpose:** | **Location:** | **Next Location:** |
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| **Anticipated Attended By – Company:** |
| [Names of anticipated attendees, per Meeting Attendance Sheet form]  *(Designate Meeting Chairperson.  Ex.:  The Consultant)* |

| **Agenda Discussion Topics** |
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| 1. Introductions:  *[Introduction of the staff involved in the project. Individuals’ names, project roles, individual responsibilities, and employer.]*    1. Project Manager    2. Task Leads    3. Other Staff |
| 1. Project Description:  *[Provide the project location, the scope of the project and an overview of the design concept and project goals.]*    1. Location    2. Scope    3. Design Concept |
| 1. Safety  *[List any safety concerns for this project]*    1. Discussion of safety concerns |
| 1. Schedule Review – See Attached    1. Overview of Task Schedule *[Review project schedule; Identify major milestones.]*    2. Anticipated Construction Schedule *[Provide the bidding date and expected construction start date.]* |
| 1. Invoicing    1. Invoice Schedule *[Provide a schedule of when invoices will occur.]*    2. Approved cost estimate of the task    3. DBE Goals (Commitment) *[Provide an overview of the DBE Goals, DBE responsibilities and goals.]* |
| 1. Cost Projection of Construction *[Provide an estimated cost for the construction of the project.]* |
| 1. Permits and Agreements *[Identify the list of permits and agreements that will need to be acquired for this project. Provide a schedule of permit submission to facilitate on-time project delivery.]* |
| 1. Land Acquisition *[Identify any project areas that require land acquisition.  Provide a cost estimate and schedule to acquire the land.]*    1. Right-of Way    2. Temporary Easements    3. Permanent Easements |
| 1. Existing Information *[List any existing information and resources that can assist in execution of the project.]*    1. Existing Plans    2. Existing Survey    3. Existing Photos |
| 1. Risk Register Review – See Attached *[Provide a risk matrix for the project.]*    1. [Identify risks] |
| 1. Operations and Stakeholder Coordination *[Provide a table with identified stakeholders, the frequency of the meetings, the purpose of these meetings, and suggested attendees.]* |
| 1. Project Charter *[Provide a project charter.]* |

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| *Meeting Minutes shall be documented using Metra form PF-F-13e CM Kick-off Meeting Minutes and shall be completed and distributed by the Construction Manager.* |