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

 **Check-**

|  |  |
| --- | --- |
| **Kick-off 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] *(Designate Meeting Chairperson.  Ex.:  The Consultant)*  |

| **Agenda Discussion Topics**  |
| --- |
| 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.* |