

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 shall 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 shall be sent to the Metra Project Manager for **review and approval**, prior to distributing them.

All meetings between the Metra PM/CM, Third Party Contractors, Designers, Contractors and/or Stakeholders shall be documented using the Meeting Minutes form. Meeting Minutes shall be prepared by the Designer of Record or the Construction Manager. If the Design of Record or Construction Manager is not participating in the meeting, then the meeting organizer shall prepare the minutes.

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

Enter items discussed during the meeting in the Discussion Notes section. Tasks discussed during the meeting shall be entered in the Action Items Table in their respective categories and shall be tracked as described below. Categories shall be retained in the Action Items Table whether used or not.

The status of the action item can only be "Open" or "Closed".

Actions items shall be numbered in the following manner: The progress meeting number, followed by a sequential action item number, for each meeting. When 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 shall be unique to each task and shall not be reused.

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 submitted to Metra electronically and as described in the TPC's Contract..

Notes:

1. To insert the Third Party logo, double click 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 without prior approval by Metra.

Instructions

Notes	Description
Note 1	Enter the project name.
Note 2	Enter the project number or PPN (Project Package Number applies to Capital Delivery Projects).
Note 3	Enter the Contract number of the TPC who is issuing the meeting minutes (Design Consultant or Construction Manager).
Note 4	Enter the Task number, if applicable. If there is no Task Number for this Contract, enter n/a.
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 for which the person who prepared the minutes works.
Note 13	Enter the date the project was awarded. (xx/xx/xx)
Note 14	Enter the date the notice to proceed 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 cell phone number of the attendee(s), per the Meeting Attendance Sheet.
Note 24	Enter the email of the attendee(s), per the Meeting Attendance Sheet.
Note 25	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 26	Enter the cell phone of the non-attendee(s), per the Meeting Attendance Sheet.
Note 27	Enter the email of the non-attendee(s), per the Meeting Attendance Sheet.
Note 28	Enter a description of the discussion that took place during the meeting. This area will expand as required.

Notes	Description
Note 29	Use the Action Items Table below to track project tasks discussed in the meeting that require action for resolution. This table should NOT be used as a catch-all for general meeting discussion notes. Discussion notes should be recorded above. (See Note 28.)
Note 30	Enter the Meeting Number followed by a dot and the task number. The meeting number should match line items 5 and 42. Tasks numbers should be assigned sequentially for each meeting.
Note 31	Enter a description of the Action Item task that is to be completed.
Note 32	Enter the responsible party for completing the action.
Note 33	Enter the status of the action [Open or Closed].
Note 34	Enter the date that the action was entered into the table. (xx/xx/xx)
Note 35	Enter the due date for the action. (xx/xx/xx)
Note 36	Enter the completion date for the action. (xx/xx/xx)
Note 37	DO NOT edit the Issue Date. (This is a Metra form document control date.)
Note 38	Enter the Project Name in the footer. This should match Note 1.
Note 39	Enter the Project Number or PPN in the footer. This should match Note 2.
Note 40	Enter the Contract Number in the footer for the TPC who is issuing the Minutes (Design Consultant or Construction Manager). This number should match Note 3.
Note 41	Enter the Contract's Task Number in the footer. If there is no task number for the Contract, then enter n/a. This should match Note 4.
Note 42	Enter the Progress Meeting Number in the footer. This should match Note 5 above.



Meeting Minutes

Project Name: [Note 1](#)
 Project # / PPN: [Note 2](#) Contract #: [Note 3](#) Task #: [Note 4](#)

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](#)
 % Complete [Note 17](#)
 Project Status: OnSchedule Behind Ahead [Note 18](#)

Purpose	Location	Next Location
Note 19	Note 20	Note 21

Attended By	Cell Phone*	Email	Non-Attendees	Cell Phone*	Email
Note 22	Note 23	Note 24	Note 25	Note 26	Note 27

* 24 hr. Emergency Contact

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

- Note 28**
- A. xx
 - 1. Xx
 - B. Xx
 - 1. xx

Note 29

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	XX			
Note 30 XX.XX	Note 31	Note 32	Note 33	Entry Date Due Date Completion Date
XX.XX			Note 34 Note 35 Note 36	Entry Date Due Date Completion Date
B	XX			
XX.XX				Entry Date Due Date Completion Date
XX.XX				Entry Date Due Date Completion Date
C	XX			
XX.XX				Entry Date Due Date Completion Date
XX.XX				Entry Date Due Date Completion Date
D	XX			
XX.XX				Entry Date Due Date Completion Date



Meeting Minutes

Meeting No. Item No.	Category / Action	Responsible Party	Status (Open / Closed)	Entry Date Due Date Completion Date
XX.XX				Entry Date Due Date Completion Date
E	XX			
XX.XX				Entry Date Due Date Completion Date
XX.XX				Entry Date Due Date Completion Date
F	XX			
XX.XX				Entry Date Due Date Completion Date
XX.XX				Entry Date Due Date Completion Date
G	XX			
XX.XX				Entry Date Due Date Completion Date
XX.XX				Entry Date Due Date Completion Date
XX.XX				Entry Date Due Date Completion Date
G	XX			
XX.XX				Entry Date Due Date Completion Date
XX.XX				Entry Date Due Date Completion Date
H	XX			
XX.XX				Entry Date Due Date Completion Date
XX.XX				Entry Date Due Date Completion Date
I	XX			
XX.XX				Entry Date Due Date Completion Date
XX.XX				Entry Date Due Date Completion Date

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.