

Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Meeting Agenda topics. The Metra Meeting Minutes Form, **PF-F-13d_Consultant Check-in Meeting Minutes**, must be used to document the discussions of a meeting, as well as the action items which result from that meeting. The form is on the Metra Capital Delivery and Engineering web page. Here is a link to access the forms: (https://metra.com/engineering#Forms_and_Instructions)

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.

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.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the form.

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. The footer shall be revised to incorporate the Project Name, Metra project number / PPN (Project Package Number applies to Capital Delivery Projects), Contract number, Task number (if applicable), and Kick-off Meeting number.
3. 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.

Project Name: [Insert Project Name]
Project # / PPN: [Insert Project # / PPN]
Contract #: [Enter Contract #]
Task #: [Enter Task #]

Check-in Meeting #:	<u> [Add Check-in Meeting #] </u>
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Date	Start Time	End Time	Next Meeting Date	Next Meeting Time	Prepared By	Company

Project Information	
Award Date:	
NTP Date:	
End Date:	
Calendar Days:	
	% Complete

Project Status:	On Schedule	Behind	Ahead
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Purpose:	Location:	Next Location:

Anticipated Attended By – Company:
[Names of anticipated attendees, per Meeting Attendance Sheet form] <i>(Designate Meeting Chairperson. Ex.: The Consultant)</i>

- | Agenda Discussion Topics |
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| <p>A. Consultant Invoicing</p> <ol style="list-style-type: none"> 1. Next invoice milestones <i>(List the next invoice milestones and dates)</i> 2. Up to date on payments <i>(Provide the list of payments and dates)</i> 3. DBE Goals (Commitment vs Actual) <ul style="list-style-type: none"> • <i>(Provide an overview of the DBE original goals for the project.)</i> • <i>(Provide the actual usage of DBE firms and an overview of their responsibilities)</i> 4. Actual costs posted <i>(Provide the actual costs to date)</i> 5. Total actual costs <i>(Provide overall total costs of the project to date)</i> 6. Remaining project design budget |

Project Name:		Contract #		Task #		Check-in Meeting #:	
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Agenda Discussion Topics
B. Scheduling and Risk <ol style="list-style-type: none">1. Project Schedule (<i>Provide the current design schedule</i>)2. Percent Completion3. Risk Factors (<i>Provide current Risk Register</i>)
C. Contract Amendments and Modifications (<i>Provide information on current and proposed contract changes</i>)
D. Open Discussion

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

INSTRUCTIONS

Project Name:						
Project # /PPN:		Contract #		Task #		Check-in Meeting #: