

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-13c_Design Kick-off 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: _____
 Project # / PPN: _____ Contract #: _____ Task #: _____

Pre-Construction Meeting #: _____

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 Attendees

See attached Meeting Attendance Sheet form.
(Include meeting sign-in sheet with minutes)

Agenda Discussion Topics

Item No.	Category/Action
A	Introductions <i>[Introduction of the staff involved in the project. Individuals' names, project roles, individual responsibilities, and employer.]</i>
	<ol style="list-style-type: none"> Project Manager Task Leads Other Staff
B	Project Description <i>[Provide the project location, the scope of the project and an overview of the design concept and project goals.]</i>
	<ol style="list-style-type: none"> Location Scope Design Concept
C	Safety

Project Name:		Contract #		Task #		Check-in Meeting #:	
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Item No.	Category/Action
	1. Discussion of safety concerns.
D	Schedule Review – See Attached
	1. Overview of Design Task Schedule <i>[Review project schedule; Identify major milestones.]</i> 2. Anticipated Construction Schedule <i>[Provide the bidding date and expected construction start date.]</i>
E	Invoicing
	1. Designer Invoice Schedule <i>[Provide a schedule of when invoices will occur.]</i> 2. Approved cost estimate of the design task 3. DBE Goals (Commitment) <i>[Provide an overview of the DBE Goals, DBE responsibilities and goals.]</i>
F	Cost Projection of Construction
	<i>[Provide an estimated cost for the construction of the project.]</i>
G	Permits and Agreements
	<i>[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.]</i>
H	Land Acquisition
	<i>[Identify any project areas that require land acquisition. Provide a cost estimate and schedule to acquire the land.]</i> 1. Right-of Way 2. Temporary Easements 3. Permanent Easements
I	Existing Information
	<i>[List any existing information and resources that can assist in the design of the project.]</i> 1. Existing Plans 2. Existing Survey 3. Existing Photos
J	Risk Register Review
	See Attached <i>[Provide a risk matrix for the project.]</i> 1. [Identify risks]
K	Operations and Stakeholder Coordination
	<i>[Provide a table with identified stakeholders, the frequency of the meetings, the purpose of these meetings, and suggested attendees.]</i>
L	Project Charter
	<i>[Provide a project charter.]</i>

Meeting Minutes shall be documented using Metra form PF-F-13c Design Kick-off Meeting Minutes and shall be completed and distributed by the Project Manager.

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