

Utilize the Progress Meeting Agenda as a template for maintaining consistent discussion for progress meetings.

1. **Progress meeting welcome**
2. **Record: Contract, Location, Date, Time, and the Person keeping the minutes of the meeting**
3. **Circulate Progress Meeting sign-in sheet**
4. **Record Critical Dates (Notice to Proceed, Intermediate Completion Dates, Contract Completion Date) for original contract and revised as per the example below:**

<i>Date description</i>	<i>Original Contract Date</i>	<i>Revised Date</i>
Notice to Proceed	03/15/2019	N/A

5. **Old Business**

6. **Safety**

- Contract safety concerns
- Motorist safety concerns
- Pedestrian safety concerns
- Property owner safety concerns
- Public information and emergency response

7. **Utilities and Railroads**

- Utility status update
- Utility relocation coordination issues
- Railroad status update and coordination issues
- High priority utility or railroad conflicts

8. **Schedule**

- Baseline schedule review
- Critical path review
- 2 to 3 week look ahead
- Overall completion date
- Status update (behind, on time, ahead)
- Threats to maintaining schedule
- Recovery strategy
- Sub-contractors coordination
- Inclement weather effects on schedule

9. **Maintenance of Traffic and Work Zones**

- Traffic control and its correctness for current work process
- Condition of signs, barricades, barrels, temp pavement markings, and other devices
- ISP and/or LEO patrol hours, status, and coordination with contract conditions
- Upcoming changes

10. **Contract Progress**

- Partnering and conflict resolution. Decision tree and time frames for those decisions
- Project quality
- Submittals summary:
 - Payrolls
 - Erosion control inspections

- Sign and barricade reports
- Weeklies
- Shop drawings
- Other

- Operations:
 - Traffic Closures (lanes, ramps, shoulders, etc.)
 - Opening to traffic
 - Deck pours
 - Beam erection
 - Phase switches
 - Paving operations
- RFI submittal status and updates:
 - Discussion of RFI log
 - Identify action items and responsible person
- Stormwater implementation and NOT preparation
- EEO sub-contractor status
- Coordination with:
 - Schools
 - Emergency services
 - Post office
 - Trash services
 - Newspaper
 - Delivery services

11. Quantity and Estimate Payments

- Quantity estimates for the pay period
- Disputes for previous quantity estimates
- Expectations for look-ahead schedule quantity estimates
- Budget “to-date” discussion
- LD and QA status and accrual

12. Change Orders

- Status of change orders
- Outstanding change orders
- Responsible person for action and timeline
- Creation of or update of change order log

13. Materials and Testing

- Testing frequency, timeliness of results, failed material, appeals
- Material record and certification submittals

14. General Topics

- Concerns of locals and the public
- Contractor concerns
- Department concerns

15. General Notes