**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:**

***Date description Original Contract Date Revised Date***

|  |  |  |
| --- | --- | --- |
| Notice to Proceed | 03/15/2019 | N/A |

1. **Old Business**
2. **Safety**

[ ]  Contract safety concerns

[ ]  Motorist safety concerns

[ ]  Pedestrian safety concerns

[ ]  Property owner safety concerns

[ ]  Public information and emergency response

1. **Utilities and Railroads**

[ ]  Utility status update

[ ]  Utility relocation coordination issues

[ ]  Railroad status update and coordination issues

[ ]  High priority utility or railroad conflicts

1. **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

1. **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

1. **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

1. **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

1. **Change Orders**

[ ]  Status of change orders

[ ]  Outstanding change orders

[ ]  Responsible person for action and timeline

[ ]  Creation of or update of change order log

1. **Materials and Testing**

[ ]  Testing frequency, timeliness of results, failed material, appeals

[ ]  Material record and certification submittals

1. **General Topics**

[ ]  Concerns of locals and the public

[ ]  Contractor concerns

[ ]  Department concerns

1. **General Notes**