**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**