**ATTENDEES**

* Municipality –
* Contractor –
* Other –

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

* Previous meeting minutes were distributed and no comments received. Minutes stand as written.

**REVIEW OF ACTION ITEMS FROM PREVIOUS MEETING MINUTES**

* Municipality:
  + List items from previous minutes and their current status
* Contractor:
  + List items from previous minutes and their current status

**REVIEW OF WORK PROGRESS FROM LAST MEETING**

* Write general bulleted list of work items completed since last meeting

**REVIEW OF WORK PLANNED TO NEXT MEETING**

* Write general bulleted list of work items planned to next meeting

**PROJECT SCHEDULE**

* List milestone work to be done before next meeting
* List expected dates and work items requiring outside resources (materials testing, plant inspections, gradations, onsite sampling, etc.)
* Review current progress compared to latest critical path method schedule, request new schedule if needed
* Describe typical work times and crew size

**PROGRESS PAYMENTS**

* Current pay estimate information (date of work included, time of process, items included)
* Anticipated timeframe of next pay Estimate

**CIVIL RIGHTS**

* List issues or conversations concerning Payrolls, DBEs, OJTs, Wage Rates, etc.

**CONTRACTOR’S QUALITY CONTROL**

* List of any concerns with quality control or QC violations

**CONTRACTOR’S SAFETY PRACTICES**

* List of any concerns of poor safety practices, if any

**CONTRACTOR’S ENVIRONMENTAL CONTROL**

* List of any concerns or violations of the Soil Erosion and Water Pollution Control Plan

**CONTRACTOR’S TRAFFIC CONTROL**

* List of any concerns or violations of the Traffic Control Plan

**ONSITE UTILITIES**

* List of any concerns or work being performed on onsite utilities

**REVIEW OF OUTSTANDING SUBMITTALS AND LONG LEAD ITEMS**

* List of submittals that need to be completed and their current status
* Progress of any long lead items such as prefabricated beams, bearings, etc.

**REQUEST FOR INFORMATION**

* Contractor’s request for information from Municipality
* Municipality response to any previous requests for information

**CONTRACT MODIFICATIONS**

* List of Contract Modifications, current status or description if in draft stage

**MATERIAL AND EQUIPMENT DELIVERIES**

* List of any materials or equipment that is anticipated to be delivered to site. Include any potential issues with traffic control and storage, along with what material documentation needs to be provided.

**ISSUES, DISPUTES, CLAIMS, AND RESOLUTIONS**

* List and describe any claims or potential claims that the Contractor may have against the Municipality
* Record discussions on new and continuing issues and disputes until resolution.

**NEW ACTION ITEMS**

* Municipality
  + List new items that need to be completed prior to next meeting
* Contractor
  + List new items that need to be completed prior to next meeting

NOTE: to change text in the footer: Right click on the footer and chose “Edit Footer”. Right click on the text and chose “Toggle Field Code”. Edit your text fields. **DO NOT** delete any symbols, functions, or punctuation. Once complete, right click on text and chose “Update Field”. Delete this text prior to printing