**S.E. Region DQI Review and Project Closeout Meeting**

**ID:**

**TITLE**

**HWY**

**County**

**Date:**

**Time:**

**Facilitator:** **Construction Project Manager** –

**ATTENDEES:**

**Required:**

**Design Supervisor**

**Design Project Manager**

**Design Leader(s)**

**Construction Supervisor**

**Construction Project Leader(s)**

**Optional:**

**Construction Services (Scott Anderson)**

**Design Services (Steve Chojnacki)**

**Ad-Hoc (topic specific – TSS, Operations, Planning)**

**Project Services**

**Scoping/Planning**

**AGENDA:**

* **Design Quality Index (DQI)**
* **Final Change Management Report**
  + **Review significant overrun/underrun quantities**
  + **Review significant change orders (request by others, etc.)**
* **Knowledge Exchange**
  + **Review project issues**
  + **Review project coordination (with design, construction, Ad-Hoc, etc.)**
  + **Identify knowledge exchange items to be shared with others**
* **Review Miscellaneous Items**
  + **Open Associated IDs**
  + **Purchase Orders**
  + **State Furnished Items**
  + **E&O Process**
* **Action Items**