**Weekly Progress Meeting Agenda**

**Project I.D.: Date:**

**Highway Description:**

**Project Location:**

**Project Leader:**

**Note Taker:**

**Attendees:**

1. **Review Previous Meeting Notes**
   1. Outstanding issues
2. **Contractor’s Schedule**
   1. Schedule update
   2. Work in progress
      1. Prime Contractor
      2. Subcontractors
   3. Controlling items of work
   4. Delays
      1. Controlling item
      2. Non-controlling items
   5. Contract time
3. **Utilities / Railroads**
4. **Maintenance of Traffic**
   1. Lane Closure System (LCS) issues
   2. Modification to traffic control
   3. Maintenance of traffic control
      1. Device condition
      2. Device location
5. **Materials**
   1. Certification / test report submittals
   2. QMP testing; Non-QMP testing
   3. Non-conforming materials
   4. Up-coming testing and materials submittals
6. **Environmental**
   1. Erosion Control
   2. Weekly erosion control inspections / work orders
   3. ECIP revisions
7. **Request for Information (RFIs)**
   1. Status of outstanding RFIs
   2. Upcoming RFIs
8. **Contract Change Orders (Contract Modifications)**
   1. Status of contractor information for pending contract modifications (pricing info)
   2. Status of pending contract modifications (contractor signature & department signature)
   3. New issues / concerns
9. **Progress Estimates**
   1. Completed items
   2. Quantities for payment
   3. Finals process
10. **Safety**
    1. Work site safety
    2. Work zone safety
    3. Accidents / Emergency incidents
11. **Public Relations**
    1. Property Owners / Businesses
    2. Local officials
12. **EEO / Prevailing Wage Issues**
    1. Prompt payment (ASP – 4)
    2. Payroll issues
       1. Missing
       2. Underpayment of wages
       3. ASP – 7
    3. Wage claims
13. **DBE Commitment Status**
14. **New Issues / Concerns; Other Items**
15. **Next Meeting** (if not regularly scheduled)
16. **Action Items / Assignments**
    1. Contractor
    2. Department

***Meeting minutes will be distributed to the prime contractor and other attendees, as requested.***

***Hard copies will be available at the next meeting.***