**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.***