**Appendix B - LPA Progress Meeting Agenda/Minutes**

**PID:**

**Local Road:**

[Month Day, Year]

**Attendees: See sign-in sheet.**

| **Agenda Topic:** | **Action Items:** |
| --- | --- |
| 1. **Corrections to last Progress Meeting Minutes:** | Description:  Person Responsible:  Deadline: |
| 1. **Outstanding Issues from previous Progress Meeting:** | Description:  Person Responsible:  Deadline: |
| 1. **Safety:** | Description:  Person Responsible:  Deadline: |
| 1. **Work in Progress:**    1. Prime       1. In progress       2. Look ahead (time period)    2. Subs       1. In progress       2. Look ahead (time period) | Description:  Person Responsible:  Deadline: |
| 1. **Progress Schedule**    1. Current Schedule Update    2. Critical Path Activities    3. Current Completion Date    4. Next Schedule Update | Description:  Person Responsible:  Deadline: |
| 1. **Critical Delays (work on critical path):**    1. Any delays since the last meeting?    2. Current       1. Excusable       2. Non-Excusable       3. Concurrent?    3. Potential       1. Excusable       2. Non-Excusable       3. Concurrent? | Description:  Person Responsible:  Deadline: |
| 1. **Non-Critical Delays (work NOT on critical path):**    1. Any delays since the last meeting?    2. Current    3. Potential | Description:  Person Responsible:  Deadline: |
| 1. **Time Extensions**    1. Requests by Contractor    2. Compensable       1. Granted       2. Pending    3. Non-Compensable       1. Granted       2. Pending    4. Non-Compensable | Description:  Person Responsible:  Deadline: |
| 1. **R/W and Utilities:** | Description:  Person Responsible:  Deadline: |
| 1. **Environmental:**    1. Regulated Materials       1. Stock Piles       2. Handling       3. MSDS/PPE    2. Regulated Wastes       1. Location       2. Handling       3. Documentation    3. Regulatory Permits       1. 404/401       2. NPDES       3. FEMA       4. BUSTR | Description:  Person Responsible:  Deadline: |
| 1. **Change Order Status:** | Description:  Person Responsible:  Deadline: |
| 1. **Maintenance of Traffic:**    1. Upcoming Closures    2. Other | Description:  Person Responsible:  Deadline: |
| 1. **Public Relations:**    1. Complaints    2. Other | Description:  Person Responsible:  Deadline: |
| 1. **Testing/Materials:**    1. **Material Control Report Deficiencies** | Description:  Person Responsible:  Deadline: |
| 1. **Submittals:**    1. Under Review    2. To Be Submitted | Description:  Person Responsible:  Deadline: |
| 1. **Value Engineering Change Proposals (VECPs):** | Description:  Person Responsible:  Deadline: |
| 1. **Request For Information (RFIs):**    1. Outstanding RFIs    2. Upcoming RFIs | Description:  Person Responsible:  Deadline: |
| 1. **Completed Items & Agreement on Final Quantities:** | Description:  Person Responsible:  Deadline: |
| 1. **Dispute Resolution:**    1. Disputes       1. Current       2. Potential    2. Claims       1. Current       2. Potential | Description:  Person Responsible:  Deadline: |
| 1. **Estimates:** | Description:  Person Responsible:  Deadline: |
| 1. **EEO/Wages:** | Description:  Person Responsible:  Deadline: |
|  | Description:  Person Responsible:  Deadline: |
|  | Description:  Person Responsible:  Deadline: |
| 1. **Contractor Issues:** | Description:  Person Responsible:  Deadline: |
| 1. **ODOT Issues:** | Description:  Person Responsible:  Deadline: |
| 1. **Open Discussion:** | Description:  Person Responsible:  Deadline: |
| 1. **Next Meeting:**    1. Date    2. Location | Description:  Person Responsible:  Deadline: |
| 1. **Outstanding Issue for Next Meeting:** | Description:  Person Responsible:  Deadline: |

CONTID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ALTID: \_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

**Progress Meeting Sign-In Sheet**

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Name Company Phone Email

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