**[Meeting Title] Agenda & Minutes**

**Project Name:** **Project ID:**

**Project Division:**

**Meeting Date/Time:**

**Meeting Location:**

**Purpose:** Describe the goal of the meeting in 1-2 sentences.

**Introductions & Sign-In**

**Discipline Discussion (Scope)**

* + - Environmental
		- Roadway
		- Survey
		- Traffic/Congestion Management
		- Structures
		- Geotech/Materials
		- Drainage/Hydraulics
		- Signals/Lighting
		- Signing & Striping
		- Utilities
		- Right of Way
		- Railroad
		- Other

**Project Schedule**

*Review MS Project Schedule for 2-week, 2-month, and 6-month outlook and upcoming deliverables.*

**Project Budget, Estimates, & Cost Review**

**Quality**

**Risk Management**

**Stakeholder Outreach**

**Summary of Action Items and Decisions Made**

| **Action Item** | **Responsible Person** |  **Due Date** |
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| **Decisions Made (What, Why, Impacts)** |
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