**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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