PROGRESS MEETING

AGENDA

*(Project Title)*

*(Project Work Order Number)*

*(Date)*

*(Address)*

*(Floor, Room No.)*

*(Start & Finish Times)*

**Agenda:**

1. 1. Introduction
   1. a. Brief statement of project description, location, owner/user, rough cost estimate and desired time frame.
2. b. Introduce meeting attendees.

1. 2. Services to be provided
   1. a. Services per the Memorandum of Understanding
   2. b. Roles, relationships and responsibilities of various project participants
   3. c. Anticipated time frames for project tasks, i.e., design, reviews/approvals, etc.

1. 3. Work to date; Issues resolved/pending
   1. a. Project programming/scope definition
   2. b. Funding
   3. c. Environmental concerns
   4. d. Property ownership/restrictions/legal issues
   5. e. Consultant contracts

1. 4. Information resources
   1. a. Detailed Stakeholder and Customer List
   2. 1. Identify additional stakeholders (if any)

1. 5. Open discussion / Questions

**Invitees:**

*(list of invitees)*