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Name of Project
Project no. TT0xxx

Progress Meeting x Notes

Distribution Date: Month Day, 20yy
Date of Meeting: Month Day, 20yy – hh:mm a.m/p.m.
Meeting Location: Description of Meeting Location
From: Project Manager, MCDOT
Notes by: Consultant PM, Company

Attendees: See attached sign in sheet

The following meeting notes for the ‘Name of the project’ project are for your information, use, and distribution. Please contact ‘Project Manager’ at (602) 555-1234 if you have comments or questions. The team list/sign-in sheet is also included following the notes. If there is any missing information or additions to the notes, please let me know. Thank you to everyone who participated in the meeting.

ACTION ITEMS

No.	Action Item	Responsible	Due Date	Completed	Status/Comments
1	Completed action item	Project Manager	mm/dd/yy	mm/dd/yy	Update on status of action item
2	Outstanding action item	Project Manager	mm/dd/yy		Update on status of action item
3	In process action item	Project Manager	mm/dd/yy		Update on status of action item
4	New action item	Design Manager	mm/dd/yy		Action item from this meeting
5	New action item	Design Manager	mm/dd/yy		Action item from this meeting
6	New action item	Reviewer	mm/dd/yy		Action item from this meeting

DECISIONS

- Decision 1. *Update on implementation of decision.*
- Decision 2. *Update on implementation of decision.*

NOTES

1. Welcome | Introductions

Team members were welcomed to the monthly 'Name of the project' project progress meeting.

2. Review Action Items

Action items were reviewed – updates, changes, and additions are as noted above.

3. Review Decisions

Decisions were reviewed – updates on implementation are as noted above.

4. Schedule

Description of the project schedule and any critical path items. Make note of delinquent items or other items that may impact schedule.

The following is the anticipated schedule based on the available information:

Milestone	Original Schedule	New Schedule	Actual Completion
Milestone #1	Month dd, 20yy	-	Month dd 20yy
Milestone #2	Month dd 20yy	-	
Milestone #3	Month dd 20yy	Month dd 20yy	
Milestone #4	Month dd 20yy	Month dd 20yy	
Milestone #5	Month dd 20yy	Month dd 20yy	

- Tasks Due next month
 - Task 1; detail and anticipated date
 - Task 2; detail and anticipated date
 - Task 3; detail and anticipated date

- Tasks Completed this month
 - Task 1; detail and completion date
 - Task 2; detail and completion date
 - Task 3; detail and completion date

5. Survey

Describe meeting discussions as they relate to this agenda item. Be sure to note any action items, decisions, or other critical items that were identified during the discussion.

NOTE: the categories and headings contained in the notes and agenda should match, but those provided within these sample documents are provided for reference only. Items should be added or removed as necessary for each meeting.

6. Roadway

Provide description of pertinent discussion.

7. Drainage

Provide description of pertinent discussion.

8. Traffic

Provide description of pertinent discussion.

9. Planning / ADA Compliance

Provide description of pertinent discussion.

10. Environmental

Provide description of pertinent discussion.

11. Utilities

Provide description of pertinent discussion.

12. Structures

Provide description of pertinent discussion.

13. Geotechnical / Pavement Design

Provide description of pertinent discussion.

14. Public / Intergovernmental / Federal Involvement

Provide description of pertinent discussion.

15. Right-of-Way

Provide description of pertinent discussion.

16. Summary | Miscellaneous Items

Identify any items not previously covered.

17. Next Meeting

The next meeting will be 'Progress Meeting x' on Month Day, 20yy at hh:mm a.m/p.m at 'Description of Meeting Location'.