

SAMPLE AGENDA FOR MONTHLY MEETINGS

SM7965184R LEONARDTOWN STREETSCAPE

June 16, 2009 at 10:00 a.m.

At Field office conference room

TIME	AGENDA ITEM	LEAD PERSON
10:00-10:15	Welcome, Introductions, Review Project Rating Form Results & Fill Out	Greta Hartman
10:15-10:30	Status of Project	Karen Gray
10:30-11:45	Review Current & New Issues (Month/Year/Issue #)	
	4/08 #5 Status of Change Orders-Gas Tank	Robert Murphy
	5/08 #3 Slope Failure At Camp Calvert Rd.	Brandon Scott & Robert Murphy
	11/08 #1 Intersection Signal Turn-on update	Greta Hartman
	11/08 #2 Verizon Line on Fenwick St. @ I-21 & I-22 CIP Status	Sean & Brandon
	2/09 #2 Redline Update	Sean Johnson
	3/09 #1 Brick Wall @ 300+75 Centerline Washington St.	Sean, Linda, Karen, & Greta
	5/09 #1 CMP at Courthouse Dr. Not shown on plans	Brandon, Greta & John

NEW ISSUES

11:45-12:00	Review Action Items and Person(s) Responsible	Greta Hartman
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Next Meeting: Date: July 21, 2009 Time: 10:00 A.M. Location: Field Office