

# SAMPLE MONTHLY MEETING MINUTES

## ***PARTNERING/PROGRESS MEETING MINUTES***

### **List Meeting Attendees**

### **Results of Partnering Ratings**

### **Document Progress part of meeting**

### **Tracking Issues** *(Issues identified with a tracking number- month/year/issue i.e. 4/08 #5 = April, 2008, 5th issue)*

- **4/08 #5 and 8/08 #3** – Change Order Status-Meeting tomorrow 9-17-08 @ 1:30 p.m. with Contractor and district to discuss change orders and schedule (ACR) within 1 week.
- **4/08 #7** – Survey Issues- D-5 survey crew took shots on Washington St. Rt. Centerline-Reviewed afterward and walked jobsite with OHD-awaiting new grades
- **5/08 #3** – Slope Failure-Headquarters emailed a possible solution to the district-still waiting to see if it will be an addition to the project or done thru maintenance or private sector. Will keep on agenda and in touch with Headquarters and address at a future date.
- **8/08 #2** – Sewer Line Conflict- I-47 to Camp Calvert Rd. have been purchased and manufactured. Headquarters left a rough draft/unauthorized copy with the contractor to review. Headquarters will expedite approval as soon as possible (within 2 weeks).
- **8/08 #5** – Raising Meters- Town of Leonardtown will supply material- Contractor will raise/adjust. Town rep. mentioned updating the waterline on Fenwick St. to help withstand the vibrations from the construction work.
- **9/08 #1** – Curb at radius of Shadrick St. Fire dept. and Town requested depressed and/or 'Type 'C' mountable-would not meet A.D.A. spec.-Headquarters will take a look in the field. May be possible to shorten the radius to accommodate the fire trucks. (within 2 weeks)

(As issues are resolved they are deleted from the minutes.)

### ***Note date/time of next meeting***

Things get done when you list:

- **WHAT** needs to occur,
- **WHO** is responsible or taking the lead, and
- **WHEN** it is expected to be done.