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| Project Name | Project # | PIN | Location |
| Meeting Title | Meeting Date, Meeting Time | Meeting Location |

1. Introductions/Sign-In Sheet
2. Discipline Discussion
	1. Roadway
	2. Environmental
	3. Drainage/Hydraulics
	4. Structures
	5. Survey
	6. Pavement
	7. ROW
	8. Signing & Striping
	9. Signals/Lighting
	10. Geotech
	11. Traffic
	12. Utilities
3. Project Schedule
4. Upcoming Deliverables & Meeting(s) Summary
5. Review MS Project Schedule
6. Budget / Project Costs / Estimate
7. Quality
8. Risk/Mitigation
9. Stakeholder Outreach
10. Action Items

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| Action / Decision / Impact | Responsible Party | Due Date |
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