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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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