

# Roadway Construction Pre-Meeting Minutes

Project Name

Project Number

Location

Client/Owner

Date

Time

Location of Meeting

## Attendees

Name	Company/Organization	Role	Contact Info

## Agenda Topics

Project Overview

Construction Schedule

Scope of Work

Safety Requirements

Traffic Control Plan

Environmental Concerns

Quality Control/Testing

Other Items/Discussions

Action Items

Action Item	Responsible Party	Due Date	Status

Notes/Comments