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| **PROJECT NUMBER & DESCRIPTION:** |
| **PROJECT MANAGER:** |
| **PROJECT SPONSOR:** |
| **CONSULTANT:** |
| **DATE:** | **LOCATION:** |

In addition to the Engineering Consulting Guidelines for Highway, Bridge and Water Projects – Volume 1, Appendix B – Typical Agenda for Consultant Initialization Meeting, consider these agenda items if suitable for the project.

1. Scope of Utility Work.
2. The following documents/ Information if available
	* Functional Planning Study
	* Existing Permits/Agreements
	* AT Utility Map (maps of all the utilities within the project area and the contact information of associated utility owners)
	* Utility Early Engagement Strategy information if available.
	* Utility Contacts
	* Lessons Learned (relevant to Utility)
3. Applicable Standards, Guidelines, Manuals and Specifications.
4. Permit application and installation procedures found here

<https://www.alberta.ca/permits-for-utility-line-installation-by-a-provincial-highway.aspx>

1. Any other relevant information.