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

In addition to the meeting agenda in the Engineering Consulting Guidelines, Volume 2, section, Appendix A.09-Typical Pre-Construction Meeting Agenda, edit these agenda items to suit the project.

Note: This is not a complete list.

1. Project tender drawings (relevant to utility)
2. Utility design drawings complete with plan, profile and cross-section information as required;
3. The updated Utility Adjustment Matrix;
4. The updated Utility Coordination Plan; and
5. Utility adjustment completion schedule. The following details may need to be discussed.
   * The order of adjustments (i.e. which utility goes first?)
   * When the first utility adjustment work can begin (i.e. are there any incomplete construction dependencies?)
   * How long is it anticipated to complete each adjustment
   * If more than one adjustment can occur at the same time within the project limits
   * If adjustment timelines need to be phased within the project limits
   * What adjustments are not constructible prior to commencement of the project’s construction (i.e. grading needs to be completed to allow the adjustment)
   * If there are any temporary measures or structures required by the Utility Owners and/or Alberta Transportation
6. Communication plan and issue resolution.
7. Any other items that may affect the utility adjustment schedule.