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

Edit these agenda items to suit the project. Please note this is not a complete list.

1. 60% Design Drawings including the Composite Utility Plans illustrating the latest detailed design, existing utilities, and completed test hole locations.
2. Cross-sections illustrating existing and proposed utilities at crossing locations.
3. Agreed upon installation tolerances.
   * Note among other AT standards, the utility design must meet the Permit application and installation procedures to protect any future highway plans.
4. The updated Utility Conflict Matrix.
5. AT estimated tender and construction date.
6. Any outstanding items that may affect utility adjustment.

Upon completion of the utility adjustment design, the Utility Owner provides the following information to the Consultant:

1. Detailed utility design drawings complete with plan, profile and cross-section information as required.
2. Potential utility adjustment schedule. The following details may nee 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;
3. Any other information required by the Consultant.