# Project Kick-Office Meeting Agenda

|  |  |
| --- | --- |
| Project #: | Date: |
| Project Name: | Planner/Project Manager: |

1. Introductions
2. Review of the Agenda
3. Review Project
   1. Scope
   2. Deliverables
   3. Schedule
   4. Budget
   5. Site
4. Project Organization – Roles & Responsibilities
   1. Project team
   2. Consultant Team
   3. FMD
   4. University
   5. Customer
   6. Stakeholders
   7. Neighbors
5. Project Meeting Schedule
6. Review Charter
7. Review Project Communications
   1. Requirements
   2. Reporting/Status reports
   3. Document Controls
8. Other University Entity Team Members
   1. EHS
   2. Protective Services
   3. Parking and Transportation
9. Project Permitting
10. Other Items – Q&A
11. Next Steps
    1. Next meeting
12. Review Action Items

**PROJECT TEAM**

**Owner / Client:**

Contact:

**Prime Consultant:**

Contact:

**MEP Engineer:**

Contact:

**Environmental  
Consultant:**

Contact:

**Environmental  
Consultant:**

Contact:

**Structural Engineer:**

Contact:

**Civil Engineer:**

Contact:

**Project/Const. Mgr:**

**Surveyor:**

**Geotechnical:**

**Owner / Client:**

Primary Contact:

Email:

Phone:

Cell:

**MEP Engineer:**

Primary Contact:

Email:

Phone:

Cell:

Secondary Contact:

Email:

Phone:

**Environmental  
Consultant:**

Primary Waste Disposal Guidelines Contact:

Email:

Phone:

Cell:

Primary ACM Contact:

Email:

Phone:

Cell:

**Environmental  
Consultant:**

Primary Tank/Sump Contact:

Email:

Phone:

Cell:

Secondary Tank/Sump Contact:

Email:

Phone:

Cell:

**Structural Engineer:**

Primary Contact:

Email:

Phone:

Cell:

Secondary Contact:

Email:

Phone:

Cell:

**Civil Engineer:**

Primary Contact:

Email:

Phone:

Cell:

Others:

Contact:

Email:

Phone:

Cell:

Contact:

Email:

Phone:

Cell:

Contact:

Email:

Phone:

Cell:

Contact:

Email:

Phone:

Cell: