Complex Project Meeting Notes

Complex Project Ticket Number

Notes prepared by:

Date of Meeting

Scope of a Ticket and Mark Out Agreements		
Scope of a ticket: (describe the agreement all have made as to the extent or maximum scope of a ticket)		
Mark Out Agreem	ent: (Describe the timeframe given for locating, scope of tickets agreed, and if additional meetings will be	
held.		

Mark Out Agreement (continued)	
Non-agreement areas: (Describe any areas of the project where the scope was not agreed to. This area will defau	It to the
tenderd seens as defined by the based 1,000 feet or interesting to interesting which are the interesting	
standard scope as defined by the board, 1,000 feet or intersection to intersection whichever is greater)	