



## Act 287 as amended Complex Project Meeting Agreement

<b>Project Name</b>		<b>Project Id</b>	
<b>Project Creator Name</b>		<b>Project Creator Company</b>	
<b>Project Owner Company</b>		<b>Designer Company</b>	
<b>Excavating Contractor</b>		<b>Complex Project Ticket</b>	
<b>Date of Meeting</b>		<b>Minutes Prepared By</b>	

<b>Location of Meeting</b>

<b>1. Project Overview</b>

<b>2. Meeting Attendees</b> - <i>After the meeting, please have attendees initial to sign off on the meeting agreements</i>		
<b>Name</b>	<b>Organization/Company Representing</b>	<b>Email/Phone number</b>

3. Project Phases

4. Meeting Notes, Issues, Discussions

5. Meeting Agreements (Locate Schedule)