Enter Project Name

**Contract No.: DCKA-YYYY-C-NNNN, FAP No.: YYYY-NNN**

**Enter Meeting Type/Purpose – Meeting Minutes**

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| --- | --- | --- | --- | --- | --- |
| **DDOT Program Manager:** | | Click here to enter. | | | |
| **Construction Manager:** | | Click here to enter. | | | |
| **Contractor:** | | Click here to enter. | | | |
| **Meeting Date and Time:** | | Click here to enter a date. | | HH:MM AM/PM | |
| **Location:** | | Click here to enter text. | | | |
| **Attendees** | | Organization | **Telephone** | | **Email Address** |
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Days since NTP:

Days added to Contract:

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| Original Contract | Approved CO’s | Adjusted Contract |
| $ | $0.00 | $ |

NOTE: Please silence your cell phone prior to the start of the meeting.