**Sample**

**Project Kick-Off Meeting Agenda**

1. Project team
   1. Designation of Responsible Charge
   2. NJDOT oversight
   3. Local Public Agency (LPA)
   4. Consultants Roles (if necessary)
2. Agreement and Payment Process
3. Scope
   1. Project cost and funding information
   2. Project schedule
4. Design Requirements
   1. Design Criteria
   2. Environmental Process
   3. Right-Of-Way Requirements
   4. Utility Requirements
5. Plans, Specifications and Estimates (PS&E) preparation
6. Construction process
   1. Construction inspection
7. Project close out