Provided below are the agenda items typically required by the Owner in Program Phase meetings. Create an agenda for the meeting by using this form or copying and/or modifying appropriate items into another format. Guidance provided in agenda items does not revise the requirements of the Agreement.

AGENDA

1. **Requirements of the Program Phase** are stated in the Agreement, Designers’ Manual, and previous meetings and communications
2. **Designer shall present** its initial evaluation of the program to Owner
3. **Institution Specific Requirements** shall be reviewed and clarified as needed.
4. **Establish a design schedule** consider institution needs and Owner review time
5. **Establish a construction schedule** and procurement method (Design-Bid-Build, Best Value, or Construction Manager / General Contractor (CM/GC). If using CM/GC, establish schedule for Request for Proposal process.
6. **Space Efficiency and Cost Analysis**
7. **Soils testing, surveys, utility information** and related information & requirements
8. **Potential additional services** that may be required of the Designer
9. **Owner’s written approval** of the Designer’s completion of Program Phase requirements and requirements for further services

END