



Parks and Recreation Department  
City of Bellingham

**MEETING AGENDA NO. X [Sample]**

MEETING DATE: Month Day, Year  
PROJECT: Project Name  
RECORDED BY: Name  
LOCATION: Street Address  
DATE ISSUED: Month Day, Year

1. ATTENDANCE & DISTRIBUTION LIST
2. GENERAL
3. SCHEDULE:
4. REQUEST FOR INFORMATION (RFI) / CLARIFICATION MEMOS
5. PROPOSAL REQUESTS / CONSTRUCTION CHANGE DIRECTIVES
6. CHANGE ORDERS
7. SUBMITTALS
8. RECORD DOCUMENTS
9. QUALITY CONTROL/INSPECTIONS
10. PARK LOGISTICS:
11. APPLICATION FOR PAYMENT:
12. OTHER TOPICS:
13. NEXT MEETING:

**Notice:** *These minutes (or agenda) are issued to serve as a general overview of the items discussed or proposed to be discussed at the subject meeting. These meeting minutes shall stand as written, unless discrepancies are discovered and brought to the attention of City within seven (7) calendar days of issuance, 360-778-7000.*