



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.