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**Design Review Meeting - ##%**

**(Project)**

**W/O #(xx-xxxxx) / RFP #(xxxxxxxxx)**

**(Date)**

Meeting Agenda

Designer(s): Name, Firm

Name, Firm

**Introduction**

* Welcome
* Introductions
* Safety /Sustainability Minute

**Meeting Agenda**

* Review Project Background
* Drawings Review

**Project Background**

* Project scope review
* Design review meeting XX%
  + Items addressed
  + Items pending

**Drawings Review**

* Review page turn.
  + Questions/clarifications
* Comments due date