

WORKSHEET #3: INITIAL COOP PROJECT TEAM MEETING

The initial meeting of the COOP project team will be held on <PLACE>, <DATE>, <TIME> to discuss the following:

| Initial COOP Project Team Meeting Topics | |
|--|--------------|
| Topic | Check Off |
| COOP project team organization | |
| Roles and responsibilities | |
| Project deliverables | |
| Project deadlines | |
| Reporting process | |
| Review and approval process | |
| Coordination with external response agencies | |
| <i>Completed by:</i> Name | <i>Date:</i> |
| <i>Reviewed by:</i> Name | <i>Date:</i> |

This worksheet is from the National Cooperative Highway Research Program (NCHRP) Project