Provided below are the agenda items typically required by the Owner in Schematic Design 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 Schematic Design Phase** are stated in the Agreement, Designers’ Manual, and previous meetings and communications.

2. **Checklist for Schematic Design Phase Documents**

3. **Site analysis** implications

4. **Flood zone** risks and implications

5. **Master plans, land use** including: local zoning, permits, environment, circulation, mass transportation, traffic, parking, telecommunications, utilities, fire, and life safety

6. **Functional relationships**

7. **Visual studies** in diagrammatic form or in model form

8. **Review of design concepts’ fulfillment of program requirements**

9. **Selection of a design concept** and completion of Schematic Design

10. **Commissioning** and **SWPPP**

11. **Project schedule**

12. **Space Efficiency and Cost Analysis**

13. **Site usage restrictions** and effects such as noise, vapors, user operation routines and special events, and closures

14. **Existing and project-required utility easements**

15. **Owner’s written approval** of the Schematic Design Phase and requirements for further services

END