

PART II

CHAPTER 13

Procedures for Consulting Party Meetings

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13-1.0 Background

This chapter provides an overview of the procedures related to holding consulting party meetings. As mentioned in other portions of the manual, where deemed appropriate by FHWA or INDOT-CRO during the Section 106 process, the project sponsor or their consultant will organize a consulting party meeting and invite consulting parties. Specifically, this chapter explains the roles and responsibilities of the various participants in preparing for and conducting a meeting. It outlines the key technical aspects of the consulting party meeting process.

Section 106 consulting party meetings will allow FHWA and INDOT-CRO to consult with the project sponsor, the SHPO, and consulting parties regarding issues that may arise in the Section 106 process. This consultation will facilitate consideration of all reasonable alternatives, encourage minimization where appropriate, and result in timely decisions.

13-2.0 When a Meeting is Needed

Below are some instances in which a consulting party meeting may be needed:

- When there is a possibility of a finding of “adverse effect,” a consulting party meeting is recommended to address consulting party concerns and seek measures to minimize, avoid and mitigate potential adverse effects.
- When FHWA and INDOT-CRO are unsure of the project’s effect finding, a consulting party meeting is recommended to gather comments and opinions on the nature of the potential effects.
- For historic bridge projects in which the historic bridge alternatives analysis document is complex and/or in which the preferred alternative may be seen as controversial by consulting parties, a consulting party meeting is recommended to discuss the alternatives under consideration.
- When there is an “adverse effect” finding for archaeological sites to discuss creative, non-traditional mitigation ideas (i.e., what could be done beyond the typical Phase III investigation?).
- For major or very complex (EA and EIS) projects, separate consulting party meetings may be helpful for each step of the consultation process.

The above list is not all-inclusive and whether to hold a consulting party meeting is always at FHWA’s and INDOT-CRO’s discretion. The project sponsor or consultant shall consult with the INDOT-CRO reviewer regarding the need for a consulting party meeting.

13-3.0 Timing of the Meeting in the Section 106 Process

The timing for holding a consulting party meeting within the overall Section 106 process will depend on the nature and complexity of the project, the types of resources involved, and the nature of the consultation to date. When considering whether a project may have an “adverse effect,” it is often helpful to have the meeting after the preparation of the Effects Report so that the recommendations of the Report can be discussed in the meeting. However, some projects may

benefit from holding the meeting before the Effects Report is finalized in order to better inform the effects analysis.

Likewise, for historic bridge projects, often the meeting is held after the historic bridge alternatives analysis (HBAA) document has been prepared in order to discuss the information contained therein. In some instances, however, when considering unique alternatives or alternatives that could be controversial, holding a meeting before the finalization of the HBAA document can help inform the evaluation of alternatives under consideration.

If not already discussed in a previous meeting, another common point where a consulting party meeting might be held is in the development of the memorandum of agreement (MOA) in order to formulate appropriate mitigation items.

A project may have no consulting party meetings, only one meeting, or several meetings. As mentioned above, for major or very complex projects, separate consulting party meetings may be helpful for each step of the consultation process (establishing an APE, identifying historic properties, assessing effects, developing mitigation). One or more of the steps may be combined into one meeting. The project sponsor or consultant shall consult with the INDOT-CRO reviewer regarding the appropriateness of combining information and the appropriate number of meetings.

When a consulting party meeting is being held in conjunction with the release of a document for consulting party review, it is common for the meeting to occur near the mid-point of the 30-day comment period on that document. This timing provides the consulting parties opportunity to review the information presented before the meeting is held and allows them to consider the information and views presented in the meeting before finalizing their comments.

Each project is unique, and the project sponsor or consultant shall consult with the INDOT-CRO reviewer regarding the appropriate timing of consulting party meetings within the Section 106 process.

13-4.0 Scheduling the Meeting

When it has been determined a consulting party meeting will be held, potential meeting dates should be coordinated with INDOT, FHWA, and SHPO. The three agencies should agree on a meeting date before invitations are sent out to other consulting parties. Unless otherwise directed, INDOT-CRO will coordinate the potential meeting dates between the three agencies. This occurs as follows:

- The consultant team provides INDOT-CRO with several potential dates/times for the meeting (providing at least 3 to 4 separate days increases the odds a meeting date can be confirmed quickly and decreases the chances that INDOT-CRO will have to ask for more options). A good rule of thumb is that the potential dates should be at least three weeks in the future. This allows time for sending the required two-week notice to consulting parties, in addition to inserting the final meeting information into appropriate correspondence and making any last-minute edits to any documents being distributed at the time of the invitation. It also allows time for uploading and approval of the information in IN SCOPE before emailing the consulting parties.

- INDOT-CRO will coordinate with the other agencies and respond back to the consultant team with a selected date/time from that list that works for all three agencies.
- If none of the dates/times provided work for the agencies, the consultant team will be asked to provide a new set of potential dates/times.

If Tribes are participating and have a specific interest in the project or there are properties of concern to the Tribes, then they should be coordinated with alongside the agencies before determining a meeting date. FHWA and INDOT-CRO will be responsible for coordinating with the Tribes.

The best consulting party meetings are those that include active participants and allow the opportunity for all those present to exchange meaningful information. Therefore, when scheduling the meeting, the ease of the consulting parties to attend should be considered. Some important aspects to keep in mind are:

- *Location/format of the meeting.* How far must the agencies, primarily based in Indianapolis, travel to attend the meeting if it is in-person only? Be sure to consider potential travel time and do not hold meetings too early or too late in the day when significant travel is involved. If a virtual option is available for those for whom traveling to the meeting might be a burden, this provides more scheduling flexibility. Please see the next section for more information on selecting a meeting location/format.
- *Time zones.* While most of Indiana observes Eastern Standard Time, 12 of Indiana’s 92 counties observe Central Standard Time. When coordinating the potential meeting time, please be sure to specify if you are looking at times in the local time zone or the time zone of the agencies, if they differ.¹
- *Availability of consulting parties during normal business hours.* If the consulting parties that have been participating in the consultation are not available during normal business hours, the meeting may need to be held in the evening to better accommodate their schedules (for example, property owners, neighborhood groups, or those who are not professionals in the transportation or cultural resources fields and who would have to take time off from their jobs to participate).

Remember:

When setting a meeting date, allow adequate time to confirm available dates with INDOT, FHWA & SHPO and to prepare the invitation materials, along with time for a two-week notice for the consulting party meeting invitation. A last-minute scramble to send out a meeting invitation should be avoided!

13-5.0 Selecting a Meeting Location/Format

Traditionally in the past, consulting party meetings were held in a facility near the project area. This allowed attendees to visit the project area either as part of the official meeting activities or on their own before or after the meeting. As the result of emergency situations, INDOT has recently encouraged the use of virtual meeting methods to broaden participation and promote safe and

¹ For a map of Indiana’s time zones, see: <https://visitindiana.com/about-indiana/time-zones>.

prudent practices.² Given the recent success of virtual meetings and the fact that virtual meetings offer several advantages overall, INDOT-CRO strongly encourages continuing to hold meetings virtually or to at least have a virtual component available for any in-person meeting (hybrid meeting).

The project sponsor or consultant shall consult with the INDOT-CRO reviewer regarding the appropriate format for the meeting considering the particular circumstances of the project, including but not limited to, project location and level of local consulting party participation.

13-5.1 Virtual Meetings

Virtual meeting methods can be more convenient for many consulting parties and can broaden participation even when not experiencing an emergency situation. Therefore, INDOT-CRO strongly encourages holding meetings virtually.

It is important to choose the right technology for a virtual meeting. Some important aspects to keep in mind are:

- *Ease of use.* When considering the various platforms available, make sure you choose one that is user-friendly for the general public. Some consulting parties may not be tech- savvy. A platform that can be accessed without downloading an application or creating a username and password should be used. It is good to remove as many barriers to attending as possible. A call-in option should always be provided for those who cannot join via a computer.
- *Needed features.* More than likely, you will want more than just audio; you will also want to present information on screen. Will you also want video capability for yourself and your audience? A chat function? The ability to conduct a poll? What do you want to present and what do you want to accomplish? Do you want to record the meeting to make it available for others? Reviewing your meeting agenda can help choose the most suitable platform to use.

13-5.2 Hybrid Meetings

The best option for some meetings may be a hybrid approach where attendees can either attend in-person or attend virtually, depending on what works best for them. For some of the agency staff, attending virtually may be the best option since it usually entails a smaller time commitment when compared to traveling to a meeting location near the project area. Another option might be to hold the meeting in Indianapolis, where most of the agency staff are based, and allow participants to attend in-person or virtually. This arrangement provides the agency staff the opportunity to more easily be in the same room together while avoiding the travel time to the project location. Then, local consulting parties could travel to Indianapolis to participate in-person or participate virtually. The approach taken for a hybrid meeting should reflect the specific project situation and consider

² An emergency situation would be defined as: The Governor and/or President declares a health or other emergency and/or a local government jurisdiction determines that an in-person meeting should be limited out of concerns for public health and/or safety. INDOT will monitor these situations and related guidance at both the national and local levels. Project teams should closely monitor local jurisdiction guidance for their respective projects to determine the status of emergency restrictions.

the amount of local consulting party participation.

For planning purposes so that proper accommodations can be made, the meeting organizer should ask participants to RSVP whether they plan to attend virtually or in-person.

For hybrid meetings, INDOT-CRO encourages using a screen to show the virtual audience to those in attendance in person. Additionally, a good camera set-up capturing those at the physical location helps those attending virtually see in-person attendees. Such an arrangement allows better interaction between all attendees. Ideally, in-person and virtual participants will experience nearly the same level of audio and visual quality.

13-5.3 In-Person Meetings

As mentioned, when consulting party meetings are held in-person, the location should typically be at a facility near the project area. The project sponsor or consultant shall consult with the INDOT-CRO reviewer if a location other than one near the project area is being considered.

INDOT conducts public meetings, open houses and hearings in places that are accessible to individuals with physical limitations (i.e. using a wheelchair and assisted walking device). Likewise, it is the project sponsor's responsibility to ensure the venue to be used for a consulting party meeting is ADA accessible, which includes ensuring the venue has wheelchair access (ramps, working elevator, etc.). Upon request, the project sponsor should also provide assistance to individuals who are hearing- or sight-impaired or who have limited English proficiency (LEP) in need of other language translation. For more detailed information and guidance related to accessibility and LEP, please see the documents on INDOT's Public Involvement webpage: <https://www.in.gov/indot/2366.htm>.

Often a visit to the project area is included as part of the meeting agenda, when it can be easily and safely accomplished for a group. If the consultant or project sponsor is unable to provide personal protective equipment (PPE) for meeting participants, the meeting invitation can indicate that it may be advisable for participants to bring their own PPE. If a site visit is not included in the meeting agenda, it could be suggested that participants complete one on their own before or after the meeting. A site visit allows attendees to familiarize themselves with the project area and the cultural resources therein. Virtual site visits, described more in Section 13-7.3, can also be utilized when project location conditions pose safety concerns.

In advance of the meeting, the project sponsor or consultant must confirm the meeting location can physically and technologically accommodate the needs for the meeting. When selecting a location, they should also make note of any instructions that would be useful for consulting parties. A printed map or a link to an online mapping program to direct consulting parties to the meeting location is helpful to include in the meeting invitation, along with any special instructions for parking or access. Depending on the ease of access at the meeting location, signage may be needed to direct the participants to the specific meeting venue upon arrival.

If the meeting is being held during an emergency situation, the invitation and signage at the meeting location should describe any restrictions, limitations, or safety protocols that will be in place.

13-6.0 Invitation to Consulting Parties

After INDOT, FHWA, SHPO, the project sponsor, and the consultant team have determined a date/time that works for all, the consultant team should email the consulting party meeting invitation to consulting parties. The meeting invitation must be sent to consulting parties at least two weeks in advance of the meeting, unless otherwise approved by FHWA and INDOT. The invitation must be reviewed and approved by INDOT-CRO before it is sent out.

13-6.1 Content of the Invitation

Often, the meeting details are relayed in an email with an accompanying report distribution letter (RDL) for a document in the Section 106 process (HPR, HBAA, Effects Report, etc.). As such, the appropriate and most up-to-date Section 106 letter and email templates should be utilized with the consulting party meeting information incorporated.

When preparing the invitation to the consulting party meeting, the following information is important:

- Date and time of the meeting (with time zone specified).
- Location of the meeting with link to a mapping program provided or map attached.
- Any special parking or access instructions.
- Any restrictions, limitations, or safety protocols that will be in place.
- Proposed meeting agenda (can be simple and a more detailed agenda provided at the meeting itself).
- How to access the meeting virtually. It cannot be assumed that everyone will be familiar with the chosen virtual platform. Some simple instructions or a link to instructions should be provided in the invitation so that participants can adequately prepare themselves for the meeting. For example, below are instructions with a link to learn more about Microsoft Teams:
 - *We will be using **Microsoft Teams** for this meeting. If you are unfamiliar with this platform, here is a [quick tutorial](#) on how to enter the meeting once you receive the invitation.*

The consulting party meeting invitation materials (email, RDL, HPR, HBAA, Effects Report, etc.) must be reviewed and approved by INDOT-CRO before posting to IN SCOPE and distributing to consulting parties. As mentioned previously, it is important to allow adequate time to not only confirm available dates with the agencies, but to also prepare all of the materials that will accompany the meeting invitation. A last-minute scramble to send out a meeting invitation should be avoided! If it appears the invitation may not be sent out in time to accommodate the two-week notice, INDOT-CRO may decide the meeting will need to be rescheduled.

13-6.2 Outlook Meeting Request

After the invitation email and letter have been sent, consultants must send meeting requests via Outlook (or a similar email program) to the three agencies and consulting parties. An Outlook request persists in calendars until either accepted or declined, and if set up accordingly, it can provide a meeting reminder to the participants. This extra step helps ensure the meeting is not overlooked by consulting parties as the meeting date approaches. If the meeting is virtual or hybrid, it is recommended that the instructions for accessing the meeting are included in the meeting request. It is also helpful to include the meeting agenda in the body of the meeting request.

13-7.0 Conducting the Meeting

Below is an outline of the various components of a typical meeting, with the understanding that each project is unique, and modifications can be made as appropriate. The project sponsor or consultant team shall consult with the INDOT-CRO reviewer regarding major deviations from the guidance provided.

13-7.1 Prep Work

It is important for the consultant team and the project sponsor to be well-prepared for the meeting. For virtual meetings, the consultant team should test the meeting platform ahead of time to ensure it is operating smoothly. For hybrid meetings, it is especially important to test the meeting platform to ensure it will adequately accommodate audio and visual needs for *both* in-person and virtual participants. As previously mentioned, the goal is for in-person and virtual participants to experience nearly the same level of audio and visual quality. A meeting wrought with technical issues for virtual participants may need to be redone to ensure all participants have all the information that was conveyed.

For in-person meetings, the consultant team should arrive early to ensure everything is in order at the venue (adequate tables and chairs, audio-visual needs, etc.). A sign-in sheet is recommended to record participants' names, affiliations, and contact information. Hand-outs, such as the meeting agenda and any other relevant materials, can also be provided at sign-in. If the meeting is being held during an emergency situation, any related items such as hand-sanitization stations or disposable masks should be made available near the sign-in sheet.

For virtual or hybrid meetings, it is recommended to record them, if possible. Recordings of the meetings can be referenced later should any issues arise and can be shared with consulting parties when necessary. The project sponsor or consultant shall consult with the INDOT-CRO reviewer regarding how to share the recordings when needed.

13-7.2 Participant Roles

Typically, the consultant team, acting on behalf of the project sponsor, will conduct the meeting. Depending on the material presented, those presenting might be a combination of general environmental staff, cultural resources specialists, and/or designers/engineers. The project team

should consider designating one of the above staff as the moderator or facilitator of the meeting to move the meeting along from one agenda item to the next. FHWA, given their role as the lead agency for the undertaking, and/or INDOT staff may make introductory remarks to welcome everyone and kick off the meeting and/or provide general Section 106 information. For INDOT projects, various INDOT staff may also present project information as appropriate. The consultant team should consult with the INDOT-CRO reviewer ahead of time regarding the roles the agency staff may play in the meeting.

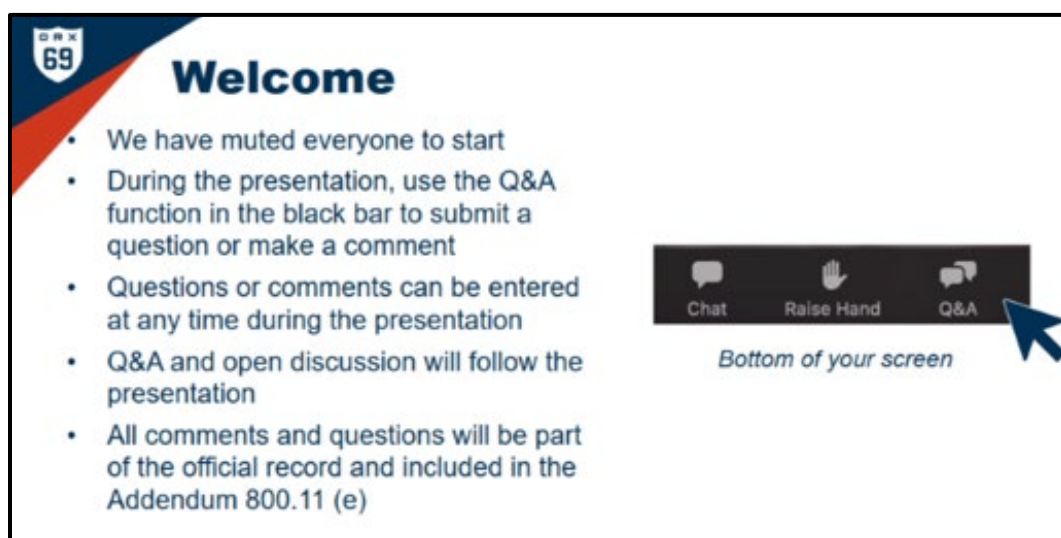
13-7.3 Meeting Agenda and Presentation

The following is a sample agenda for a consulting party meeting that, for illustration purposes, includes potential project effects and mitigation ideas. It can be expanded, contracted and/or modified as appropriate given the project type and the intent of the meeting. Sample PowerPoint slides are provided throughout the text to illustrate some of the components of the agenda.

The consultant should prepare and submit the consulting party meeting presentation to INDOT-CRO for review and approval at least one week prior to the meeting. To ensure there is adequate time to review the information and for the consultant to make any necessary changes ahead of the meeting, submitting the presentation two weeks to ten days prior to the meeting is preferable.

Sample Consulting Party Meeting Agenda

1. *Housekeeping and Meeting Ground Rules:* The meeting facilitator should introduce themselves, provide general housekeeping items and meeting ground rules, and outline the meeting agenda. For virtual or hybrid meetings, instructions related to video features, muting microphones, and how to ask questions, etc. are particularly important. If the meeting will be recorded, be sure to let everyone know it will be recorded and announce when the recording is beginning. Below is an example PowerPoint slide for presenting housekeeping information:



2. *Welcome & Introductions:* When FHWA staff present have agreed to welcome everyone and kick off the meeting, the meeting facilitator will start the meeting asking them to do so. The project team should then introduce themselves and explain their roles in the project. All consulting parties should be asked to introduce themselves and provide their affiliations. For virtual or hybrid meetings, without visual cues, it is easy for virtual participants to talk over each other if introductions are left open. It is recommended that the meeting facilitator state that they will read off the names of those participating virtually and allow the participant to provide their affiliation information after their name has been read.
3. *Overview of the Section 106 Process:* It should not be assumed that every meeting participant is familiar with the Section 106 Process. Therefore, an overview of the process should be provided. The Advisory Council on Historic Preservation's (ACHP) website is a good source for overview material, including handouts and graphics that can be used in consulting party meetings.³

Some questions to consider answering when developing the overview slides: What is Section 106? Why is this project subject to Section 106? What are the steps in the process? Where is this project in the process? What steps have been completed and what steps remain?



If the project involves a historic bridge, the Historic Bridges Programmatic Agreement and how it is used to streamline the Section 106 process should also be explained. Information on the Select/Non-Select status of the subject bridge and what each designation means should also be provided. Please see Part IV of the manual for more information on historic bridges.

³For example, see <https://www.achp.gov/protecting-historic-properties/section-106-process/introduction-section-106> and <https://www.achp.gov/digital-library-section-106-landing/citizens-guide-section-106-review>.


The overview information can be tailored accordingly on the spot based upon the meeting participants. For example, if only agency staff who are very familiar with the process are in attendance, the overview can be simple and abbreviated. If consulting parties who are new to the Section 106 process are present, such as a historic property owner, more detailed explanations of the various steps would be appropriate. After providing the Section 106 overview, the meeting facilitator should ask FHWA staff present if they would like to provide any additional information or remarks about the process, given their role as the lead agency for the undertaking.

4. *Overview of the Project:* Information about the project area and the proposed project should be provided. Some questions to consider answering when developing the project information slides: What are the existing conditions? What issues are driving the need for a project? What is the purpose and need of the project? What alternatives are under consideration? What are some proposed design options? Is there flexibility in the design?

SR 163 over Brouilletts Creek

Existing Conditions:

- Multiple collisions noted overhead on truss
- Multiple collisions noted alongside traffic on truss and rails
- Modern vehicles are taller, wider, and longer than they used to be



5. *Overview of Historic Resources:* When presenting information on the historic resources, all the identified historic resources in the Area of Potential Effects (APE) should be listed. A description of each resource and why it is National Register eligible or listed should be provided. Consider also answering the following: How was the APE established? What studies have been conducted so far in the APE? What are the results of those studies? Have the resultant reports been submitted to consulting parties yet? What comments have been received from consulting parties on the reports? Are you soliciting comments on any of the reports in the meeting?
6. *Impacts to Historic Resources:* As appropriate, discuss the known or potential impacts to historic properties taking into account the following: What type of impacts will occur: physical, visual, auditory, etc.? Is right-of-way acquisition

anticipated? Permanent or temporary? Will any contributing features of the historic resources be impacted?

Depending on where the project stands in the process, you may be providing an Effects Report and soliciting comments on it, or you may be presenting the signed finding and explaining how it was determined.

It is helpful to prepare clear graphics and verbally walk-through them when presenting the potential effects of the project. A picture speaks a thousand words!



7. *Minimization Efforts:* As appropriate, discuss any actions that could be taken to minimize impacts to historic resources and solicit feedback.
8. *Potential Mitigation:* If it is anticipated or already known that the project will result in an “adverse effect” to historic resources, discuss potential mitigation ideas and solicit feedback.
9. *Questions/Discussion:* While questions and discussion can and will occur throughout the meeting, be sure to leave time for consulting parties to ask any final questions or provide general comments. For any questions for which the answer cannot be provided in the meeting, the project team should provide general expectations for an answer, such as indicating it will be provided in the meeting summary or via email within a set timeframe following the meeting.
10. *Site Visit:* As mentioned previously, a site visit might be included, as appropriate and when it can be safely accomplished for a group, for participants to better understand the project area and how historic resources may be impacted.

The site visit would typically occur after the bulk of discussion has already occurred in case the setting is not conducive to a group discussion. Additional discussion for any of the previous components of the meeting could take place on site during the visit, but it is hard to capture and record information if several side conversations begin to occur. Alternately, the site visit could be conducted in the middle of the meeting with instructions to reconvene at the meeting location for follow-up discussion.

As appropriate, a virtual site could be conducted, by utilizing videos or photography (prepared ahead of the meeting with a verbal walk-through in the meeting) or by reviewing available online street-level photography of the area.

11. *Review/Next Steps/Conclusion:* After conclusion of all the components of the meeting, a brief review of where the Section 106 process stands should be provided, as well as a summary of next steps. If comments are being solicited, the deadline for comments and the preferred method for submitting comments should be clearly articulated.



13-8.0 After the Meeting

The project sponsor or their consultant will prepare a summary of the meeting to document the consultation and the decisions made. It is helpful for the summary to include a PDF of the meeting presentation as an attachment. A format that provides no less than four presentation slides per page is recommended to reduce file size. If the meeting was virtual or hybrid and a recording was made, this should be stated in the summary along with instructions on how to access the recording, if it is being made available. The meeting summary should be reviewed and approved by INDOT before being uploaded to IN SCOPE.

The summary must be distributed to all consulting parties who were invited to the meeting; not just those in attendance. The summary should be posted to IN SCOPE and provided to consulting parties **approximately one week after the meeting**. Therefore, given the tight timeframe, it is expected that the meeting summary should be provided to INDOT for review within a few days after the meeting. Another consideration for timely distribution of the meeting summary is that SHPO reserves the right to wait to provide their comment letter until the meeting summary has been provided.

The meeting summary should be included in the appendix of the 800.11 documentation when it is prepared.

APPENDIX A: Section 106 Consulting Party Meeting Checklist

Section 106 Consulting Party Meeting Checklist

PRE-MEETING

_____ 1. Coordination completed with INDOT-CRO & FHWA to determine need for and intent of meeting.

_____ 2. Meeting date set based on availability input from INDOT, SHPO & FHWA (coordinated by INDOT-CRO).

_____ 3. INDOT-CRO has reviewed and approved consulting party meeting invitation (email and letter) and associated materials (HPR, HBAA, Effects Report, etc.). Invitation includes:

_____ Date and time of the meeting (with time zone specified).

_____ How to access the meeting virtually.

_____ Meeting agenda.

_____ Location of the meeting with link to a mapping program provided or map attached, if in-person.

_____ Any special parking or access instructions, if in-person.

_____ Any restrictions, limitations, or safety protocols that will be in place, if in-person.

_____ 4. Consulting party invitation and associated materials posted to IN SCOPE and distributed to consulting parties at least two weeks prior to the meeting date.

_____ 5. Outlook meeting request sent to agencies and consulting parties at least two weeks prior to the meeting date.

_____ 6. Prepare and submit the consulting party meeting presentation to INDOT-CRO for review and approval at least one week prior to the meeting; submittal two weeks to ten days ahead of meeting recommended.

CONDUCTING THE MEETING

_____ 1. Arrive early to ensure everything is in order at the venue (adequate tables and chairs, audio-visual needs, etc.). Test the meeting platform. For hybrid meetings, ensure adequate accommodation for audio and visual needs for *both* in-person and virtual participants.

_____ 2. Attendance sign-in sheet (in-person meetings).

_____ 3. Information packets (in-person meetings).

_____ 4. Hand-sanitization stations, disposable masks, etc., if applicable, available near the sign-in sheet (in-person meetings).

_____ 5. Meeting agenda:

_____ Housekeeping and Meeting Ground Rules.

_____ Welcome and Introductions.

- _____ Overview of the Section 106 Process.
- _____ Overview of the Project.
- _____ Overview of Historic Resources.
- _____ Impacts to Historic Resources
- _____ Minimization Efforts.
- _____ Potential Mitigation.
- _____ Questions/Discussion.
- _____ Site Visit (optional).
- _____ Review/Next Steps/Conclusion.

AFTER THE MEETING

- _____ 1. Prepare meeting summary and provide to INDOT-CRO for review within a few days after meeting.
- _____ 2. After INDOT approval, meeting summary posted to IN SCOPE and provided to consulting parties approximately one week after the meeting.
- _____ 3. Include meeting summary in the appendix of the 800.11 documentation when it is prepared.