STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

RECORD OF PROJECT PERSONNEL EEO MEETING

1. COMPANY NAME:	2. FINANCIAL PROJECT #:	3. DATE OF MEETING:
4. FEID # OR FDOT VENDOR #:	5.NAME AND TITLE OF PERSON CONDUCTING MEETING	
6. CHECK ONE: __PRIME __SUBCONTRACTOR	7. DESCRIBE LOCATION WHERE WAS MEETING HELD:	

8. CERTIFICATION OF MEETING:

The signature below is certification that a meeting was held with project personnel informing them of their equal employment opportunity (EEO) civil rights, company's policies and various wage/payroll protections. The major topics wer addressed and a signed attendance record was made.

SIGNATURE: _____, Meeting Leader

9. MAJOR TOPICS ADDRESSED:

- ✓ EEO Policy and Affirmative Action Plan
- ✓ Identification of EEO Officer
- ✓ Work force diversity and recruitment
- ✓ Wages and Payrolls
- ✓ Utilization of Disadvantaged Businesses
- ✓ Bulletin Boards
- ✓ Interviews by State and Federal representatives
- ✓ Training opportunities
- ✓ Complaints

9. ATTENDEE SIGNATURES	ATTENDEE SIGNATURES

ATTACH ADDITIONAL PAGES IF NECESSARY