



Marsh & McLennan Companies

## MMCREs – Marsh & McLennan Companies Real Estate Services *Project Location/City, Opco - Description* Meeting Minutes

Minutes Taken by: Constanza Alarcon Company: Contract

### Meeting Logistics

|                  |                                               |          |            |
|------------------|-----------------------------------------------|----------|------------|
| Meeting Date     | October 28                                    |          |            |
| Meeting Time     | 14:00 hrs up to 15:00 hrs.                    |          |            |
| Meeting Location | Meeting Place: Call conference<br>Meeting ID: |          |            |
| Participants     | Name                                          | Company  | Attendance |
|                  | Chris Larson                                  | MERCER   |            |
|                  | German Diaz                                   | MERCER   |            |
|                  | Mauricio Norambuena                           | MERCER   |            |
|                  | Pablo Perez                                   | CONTRACT |            |
|                  | Mauricio Garrido                              | CONTRACT |            |
|                  | Constanza Alarcon                             | CONTRACT |            |
|                  |                                               |          |            |
|                  |                                               |          |            |

### Meeting Minutes

| Category                   | Notes | Actions | 08.<br>Schedule | Due<br>Date |
|----------------------------|-------|---------|-----------------|-------------|
| 01. Client Issues          |       |         |                 |             |
| 02. Landlord /<br>Building |       |         |                 |             |
| 03. Construction           |       |         |                 |             |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                       |  |                                                                                    |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--|------------------------------------------------------------------------------------|
| <b>04. Design</b>     | <ul style="list-style-type: none"> <li>Mercer will send new modifications to lay-out so that Contract can incorporated it Mercer wants to return to the old design of the reception.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Mauricio Norambuena</li> </ul> |  | Oct-28                                                                             |
| <b>05. Furniture</b>  | <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                       |  |                                                                                    |
| <b>06. Technology</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                       |  |                                                                                    |
| <b>07. Budget</b>     | <ul style="list-style-type: none"> <li>Contract must fit the item of amount of data points to 216.</li> <li>Contract must contribute a biometric access control and send data sheet of the model quoted.</li> <li>Mercer solicits that it is considered by expenses of insurance 50% Mercer and 50% Contract.</li> <li>It must be sign contract, final layout and budget, to start work.</li> <li>It must contribute 2 closed racks and one open by Mercer request, because in the budget are included only 3 open rack. (Increase will be considered for differential).</li> <li>It must contribute fiber optic (FO) multimode 6 hairs, from floor 4 to 12, according to Mylko Alegria requirements. This point is also quoted by Mylko Alegria.</li> <li>Contract must quote a current stabilizer, required for computers.</li> </ul> | Mauricio Garrido                                                      |  | Oct-29<br><br>Nov-02<br><br>Oct-29<br>Oct-29<br>Nov-02<br><br>Nov-02<br><br>Nov-02 |



|                      |                                                                                                                                                                  |                |  |        |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|--------|
| <b>08. Schedule</b>  |                                                                                                                                                                  |                |  |        |
| <b>09. New Items</b> | <ul style="list-style-type: none"><li>Contract should be incorporated into the contract that all the corresponding to wiring is Systimax mark</li><li></li></ul> | Marisa De Vico |  | Oct-29 |

#### **Next Meeting**

*Date 04-11-10*

*Time 14:00-14:30 Hrs. Chile*

*Dial-in Information*

#### **Confirmation of Content**

The above constitutes our understanding of matters discussed and conclusions reached. Please review the above and report any errors or omissions to Project Manager within ten (10) days or the above will be considered a matter of record.