



MMCRECRES – Marsh & McLennan Companies Real Estate Services

Project Location/City, Opco - Description

Meeting Minutes

Minutes Taken by: Constanza Alarcon Company: Contract

Meeting Logistics

Meeting Date	November 04		
Meeting Time	14:00 hrs up to 15:00 hrs.		
Meeting Location	Meeting Place: Call conference Meeting ID:		
Participants	Name	Company	Attendance
	Chris Larson	MERCER	
	German Diaz	MERCER	
	Mauricio Norambuena	MERCER	
	Victor Feingold	CONTRACT	
	Pablo Perez	CONTRACT	
	Mauricio Garrido	CONTRACT	
	Marisa De Vico	CONTRACT	
	Constanza Alarcon	CONTRACT	

Meeting Minutes

Category	Notes	Actions	08. Schedule	Due Date
01. Client Issues				
02. Landlord / Building				
03. Construction				



04. Design	- Contract must present a new design to improve the bathrooms - Quote of modification of baths.	Pablo Perez		Nov 10
		Mauricio Garrido		Nov 16
05. Furniture				
06. Technology				
07. Budget	- It must add the biometric control - Insurance will be considered by 50%. - Consider like additional the sensors of movement in the closed spaces.	Mauricio Garrido		Nov 04
		Mauricio Garrido		Nov 08
08. Schedule				
09. New Items	- Up to intranet image of carpet and furniture. - Include Standard of Mercer in the contract. - It will be sent 2 copies of final layout and 2 copies of Budget for the sign of Mercer.	Constanza Alarcon		Nov 07
		Marisa De Vico		Nov 05
		Constanza Alarcon Mauricio Norambuena		Nov 05

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.



MMC Marsh & McLennan Companies