



MMCREs – Marsh & McLennan Companies Real Estate Services Buenos Aires, Argentina, Opco - Mercer Meeting Minutes

Minutes Taken by: **M. Dandois**
Meeting Logistics

Company: **Cushman & Wakefield**

Meeting Date	Tuesday, October 4th		
Meeting Time	1600 (BA Time)		
Meeting Location	Meeting Place: 866 652 5088 Meeting ID: 6322748		
Participants	Name	Company	Attendance
	Ric Peace (RP)	JCI	Full
	Natalia Grau (NG)	Contract	Full
	Esteban Errecart (EE)	Contract	Full
	Ignacio Claros (IC)	Contract	Partial
	Marcelo Dandois (MD)	C&W	Full

Meeting Minutes

Category	Notes	Actions	Owner	Due Date
01. Client Issues	NG notes that in order to start construction works, Contract should invoice the 50% down-payment RP notes that 50% is not usual in the US. MD notes that this is a usual % in Argentina, and it is the same that the furniture vendor requested. RP notes that it is not necessary to issue a PO prior to issuing the invoice. After some discussion, the group concluded that all invoices will be type A and addressed to Mercer Argentina.	Invoice down-payment	IC	10/5
	NG notes that invoices sent for Design Fees are not yet paid RP requests to receive a copy of said invoices to follow up the payment.		RP	Not spec.



02. Landlord / Building	No topic discussed			
03. Construction	No topic discussed			
04. Design	No topic discussed			
05. Furniture	NG will finish the arm-chair selection in order to get a final quote from In-Open Office.		NG	10/11
06. Technology				
07. Budget	MD notes that independently of the new arm chair selection, the budgeted amount for arm chairs must remain the same. Budgeted amount for arm-chairs is ARS 52.811,14 RP will provide hard numbers for Security Equipment and Lencore White Noise system		NG	10/11
			RP	10/14
08. Schedule	MD notes that a detailed construction schedule will be developed and submitted for discussion during next meeting. Even with the postponement of start date, EE and NG agree on maintaining the 12/19 "live date". NG notes that this end date requires processing the down-payment invoice immediately. MD notes that the construction schedule is contingent on furniture timely delivery.		MD	10/11
			RP	10/05



Marsh & McLennan Companies

09. New Items				
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Next Meeting

Date: Tuesday, October 11th

Time: 1500 (BA Time)

Dial-in Information 866 652 5088 ID: 6322748

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.