



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, November 1st		
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
	Marcelo Dandois (MD)	C&W	Full
	Nancy McLean	Mercer	Full

Meeting Minutes

Category	Notes	Actions	Owner	Due Date
01. Client Issues	Previous points: MD notes that down payments for furniture have not been made yet. In addition In Open Office has not been registered yet as Mercer's vendor. New points: I.Forma was partially paid (desks but not seating) on October 31st and In Open Office is not yet registered as vendor. This situation implies that arm chairs will not be present on day one and impact on desk and seating lead time is under analysis. Schedule will be redefined once impact is known. Payments for occupancy permit and power application were issued on October 31st. The new point to be addressed is making Daniel Nadborny available for going to the utility office to sign the power contract.			
02. Landlord / Building	Previous points: MD suggests to laying the future refrigerant pipes during the current construction works to reduce the impact on the ceiling when the permanent VRV equipment is installed.	Approve change order when quoted.	RP	11/01
03. Construction	No topic discussed			
04. Design	No topic discussed			



05. Furniture	No topic discussed			
06. Technology	No topic discussed			
07. Budget	RP will provide hard numbers for Security Equipment and Lencore White Noise system. Continues.		RP RP	11/01 (due) 11/08
08. Schedule	MD submitted the construction detailed schedule to the participants. The following comments arise: a) Notice to proceed to White Noise and Security equipment vendors should be sent not later than October 17 th . Security vendor selection is behind schedule. White noise vendor selection is behind schedule.	Define vendors	RP RP	11/01 (due) 11/08
09. New Items	No topic discussed			

Next Meeting

Date: Tuesday, November 8th

Time: 1600 (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.