

PROJECT MEETING REPORT

Nº 3

1. MEETING INFORMATION

CLIENT	NATIONAL INSTRUMENTS			
PROJECT	OFFICE EDIFICIO LAS ARTES			
DATE	Fecha 29-08-12	Start 10:30	Finish 11:30	
LOCATION				
TIPE	Delivery of the office			
ASSISTANTS				
CONTRACT	1. Verónica Tarigo 2. Mauricio Garrido			
NATIONAL INSTRUMENTS	1. Rodrigo Riquelme 2. Elizabeth Arriagada			

2. OBJECTIVE

GENERAL OBJECTIVE	Office Delivery
TOPICS	A.- Delivery B.- Definitions and requirements

3. NOMENCLATURE

NEW: N RESOLVED: R PENDANT: P INFORMATIVE: I PERMANENT: P

4. ACUERDOS Y CONTENIDOS

ITEM	DATE	DETAIL	STATUS	RESPONSIBLE	FINAL DATE
A.- Delivery					
A1	29-08	- NI hands over the office to Contract. - We sign documentation of the delivery and documentation to present to the administration of the building certifying that NI authorizes Contract to start works.			
A2		- It is noted that one of the boxes of the equipment of air conditioning is not closed with the original tape, showing that it was opened and closed again. - Contract will ask the climate installer to check the equipment to ensure that is in perfect condition.			
A3		Contract has found that people have entered the office to do works, having a key to enter to the office. Apparently they are people hired by the property to perform a sealing as food smell is			

		entering to the office from the glass façade.			
		Contract will verify if it still smells in the office, and see if we have to do some extra to find a solution.			
B.- Definitions and requirements					
B1	29-08	- NI talks about the possibility of placing a board on the wall of the IT room to the open plan. - Contract will make a budget (including board and structural reinforces on drywall)			
B8		Contract informs NI that to demolish the bathroom and kitchen, fixtures will be removed and thrown away together with the materials from demolition. (to alert NI if they have in mind to recover them).			

5. NEXT MEETING

DATE	TIME:			
LOCATION				
TYPE				
SUBJECT				
ASSISTANTS				
CONTRACT				
CLIENTE				

NOTE: This report reflects the understanding and conclusions reached by the participants carried out at the meeting referred to above. It is requested that if you have any comments that differ from those here expressed communicate it within 48 hrs. of reception.