

INFORME DE REUNIÓN

Nº17

1. ANTECEDENTES DE LA REUNIÓN

CLIENTE	CATERPILLAR			
PROYECTO	HABILITACIÓN OFICINAS CATERPILLAR			
FECHA	Fecha 28-11-12	Inicio 10:00	Termino 11:30	
LUGAR	Oficinas Caterpillar, Ed. Birmann			
TIPO	Project Revision			
ASISTENTES				
CONTRACT	1. Charlie Macdonald 2. Claudia Quintana 3. Barbara Mac Cawley			
CATERPILLAR	1. Suzan Gibbs 2. John Lamb			

2. OBJETIVOS Y TABLA

OBJETIVOS GENERALES	Project revision
TEMAS A TRATAR	A.- Working hour permit B.- Layout revision C.- 3D and finishing Revision

3. NOMENCLATURA ESTADO

NUEVO: **N** RESUELTO: **R** PENDIENTE: **P** INFORMATIVO: **I** PERMANENTE: **PER**

4. ACUERDOS Y CONTENIDOS

TEMA	FECHA ORIGINAL	DETALLE	ESTADO	RESPONSABLE	FECHA ENTREGA
A.- Working hour permit					
A1	28/11	Ask Bice Vida for the construction working hour permission.	P	Contract Charles Macdonald	
B.- Layout revision					
B1	28/11	Fit 4 Open Plan Manager or 4 Closed office between Financial Executive Office and Meeting Room	I	Caterpillar Suzan Gibbs	
B2	25/10	Relocate meeting room in Colaborative area to give space to fit 3 Human	I	Caterpillar Suzan Gibbs	

		resource spaces. Put the 3 in a close area.			
B3	28/11	Offices Attorney & Black Belt relocate near Financial Executive.	I	Caterpillar Suzan Gibbs	
B4	28/11	Minning Open plan changes from a cubicle to a Open Plan Manager space.	I	Caterpillar Suzan Gibbs	
B5	28/11	IT manager in Open Plan and the 2 cubicles near the IT room in the IT space.	I	Caterpillar Suzan Gibbs	
B6	28/11	Second Emergency door for cafeteria near District Assistant.	I	Caterpillar Suzan Gibbs	
B7	28/11	Unison Manager is now Insurance manager. Open Plan Manager space.	I	Caterpillar Suzan Gibbs	
C.- 3D and finishing Revision					
C1	28/11	Executive Office - See if we can put some chairs and coffee table. - Credenza with coat closet.	I	Caterpillar Suzan Gibbs	
C2	28/11	Teleconference Consider Blackout curtains	I	Caterpillar Suzan Gibbs	
C3	28/11	Cafeteria Consider acustical intervention	I	Caterpillar Suzan Gibbs	
C4	28/11	Reception Area - The steps of the stairway should be solid. - Couches no chairs - Consider more formal lighting	I	Caterpillar Suzan Gibbs	
C5	28/11	Conference Board Room - Leather (or good similar leather) Chairs, No white - Darker Wood - Lighter Carpet	I	Caterpillar Suzan Gibbs	
C6	28/11	Modular Meeting Room - Lighter colors in carpet, modular panel and corrugated panel. - Stackable chairs	I	Caterpillar Suzan Gibbs	
C7	28/11	Reception Area - The steps of the stairway should be solid. - Couches no chairs - Consider more formal lighting - Screen in one side and LED TV in diagonal walls.	I	Caterpillar Suzan Gibbs	
C4	28/11	Open Plan - Translucent glass screen - OK using some color accents. - Divisions of areas should be collaborative	I	Caterpillar Suzan Gibbs	

5. PROXIMA REUNIÓN

FECHA	03/12/12	Inicio: 15:00	Termino: 16:00	Duración:
LUGAR	Caterpillar Offices, ED Birmann			
TIPO	New layout revision			
TABLA				
ASISTENTES				
CONTRACT				
CLIENTE				

NOTA: Esta minuta refleja el entendimiento y conclusiones alcanzadas por los asistentes llevadas a cabo durante la junta arriba citada. Se solicita que en el caso de tener cualquier comentario que difiera de lo expresado lo comuniquen por escrito dentro de las 48 hrs. de recibida la presente, caso contrario se dará por conformada. Se envía copias a todos los presentes en la reunión.