

FECHA 21/02/14

LUGAR Contract

CLIENTE Graco

OBRA WTC Free Zone 15th floor

Empresa

Graco
Graco
Contract
Contract

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The following topics were discussed at the meeting held today:

- 1) Semi-privates.- HR needs a semi-private position.
Marketing can be placed in open office. MKT needs more filing space and to be located near the copy area.
- 2) Private offices.- Private offices can be smaller.
a. Low cabinets can be removed from 2 of the private offices. 1 private office should have 2 low cabinets.
- 3) Meeting room.- Meeting room must be wider. Access to meeting room should preserve privacy of open office. People coming to a meeting should not have a view of the open office space.
- 4) Open office.- Open office must count with 10 workplaces. There can be an 8-position workstation.
- 5) Coffee.- Coffee must be smaller, 2-4 people. Bar and stools.
- 6) Layout.- Layout will be updated for reviewal on Wednesday 26th.