

AGENDA

Meeting :	Weekly Site Meeting – BUENOS ARIES		
Venue :	Conference Call:		
Frequency :	Weekly	Day & Time	Tue Oct 20, 11:00am
Chair Person:	Ray Plummer	Duration :	1 hr
Circulation To:	Joe Canney (GBT), Jorge Bernal (RTKL), John Braley, Ray Plummer (Arc.), Maria		

1.0 Safety Moment:

2.0 General

- 2.1 Work started yesterday in BA for IT Room
- 2.2 HVAC confirmation of SURREY substitute for TRANE

3.0 Permits

- 3.1 Need an announcement to local jurisdiction – AEI will take care of this. Need GC contracted
- 3.2 Health & Safety – have started working -

4.0 Procurement

- 4.1 Furniture – Update (Furniture has 60-day lead time for local product) – Finalizing finishes – have proposals – has Joe reviewed the proposals? Finalize UN16 vs. SCOPE – Confirm
- 4.2 Security access control & CCTV – confirmation
- 4.3 Long Lead Time items – HVAC – Other IT Items – need list to confirm ordered.

5.0 Design

- 5.1 US Dwgs complete
- 5.2 Construction CD's @ 66% – Must be completed by **THIS FRIDAY**.
- 5.3 Carpet to be confirmed – Selected based on availability. – Approved by Joe

6.0 Schedule

- 6.1 Need revised schedule as work started yesterday – End of Day **TODAY**

7.0 Construction

- 7.1 Demo started.

8.0 Commercial

- 8.1 Contract is biggest issue – SOW 2A - (local PM & Design) – Need 2 signatures – US Document and therefore does not need 2 signatures – Local will need -

9.0 Other Items

10.0 Next Meetings – CATCH UP MEEING ON THURSDAY 9-9:30 (EST)