

Project	GBT – Buenos Aires Alem 518		Date	Oct 27, '15	Time	11:00–12:00
Minute No.	05		Location	ARCADIS Office - NYC		
Created By	Ray Plummer		PM	Ray Plummer / Jorge Bernal		
Minutes Issued	October 29, 2015					

Name	Company	Present	Send	Contact	Email
Joe Canney	AmEx GBT	√	√	(201) 220-4362	Joseph.canney@aexp.com
John Braley	Arcadis (AUS)	√	√	(347) 721-2700	John.Braley@arcadis.com
Ray Plummer	Arcadis (AUS)	√	√	(908) 892-1859	ray.plummer@arcadis-us.com
Jorge Bernal	CallisonRTKL	√	√	(305) 562-4491	Jorge.Bernal@callisonrtkl.com
Kristyna Borden	CallisonRTKL	√	√	(786) 268-3274	Kristyna.Borden@callisonrtkl.com
Maria Laura Peranza	Contract Workplaces Ar	X	√	+54 11 15 5426-6984	msperanza@contract.com.ar
Alejandra Aczel	Contract Workplaces Ar	X	√		ale@interieurforma.com.ar
Esteban Errecart	Contract Workplaces Ar	X	√		eerrecart@contract.com.ar

Please Note

Minutes are listed by meeting / topic / point – i.e. 2.3.4 = second meeting / third topic / fourth discussion point. Minutes will remain on the list until such time as the issue has been closed out.

New meeting minutes are listed in BLUE - Minutes from previous meetings are listed in BLACK

	AGENDA	Task By:	Due Date
5.1	SAFETY MOMENT		
4.1.1	Safety Moment: Halloween Safety • Watch out for kids – drive slow	Note	

5.2	GENERAL		
5.2.1	Work started – see attached photo report	Note	
5.2.2	HVAC system – Surrey vs. Trane – Need qualitative analysis from the MEP consultant – technically it looks comparable, but qualitatively – how is maintenance, life span, in general how does it compare versus technically how does it compare	Maria	29 Oct
5.2.3	Site visits from US to BA. Approximate cost per trip US\$8,000. Proposed schedule of inspections: 1 Nov.9-10, 2015 *LAN Room completion and Construction start + furniture coordination 2 Nov. 23-24, 2015 *Third Week of construction: wall/ceiling coordination 3 Dec. 7-8, 2015 *Progress Visit 4 Dec. 21-22, 2015 *Progress Visit 5 Jan.4-5, 2015 *Furniture Install/preliminary Punch list 6 Jan.11-12, 2015*Final Trip (5 and 6 are back to back as this will be prior to turn over) Joe will send approval	Joe	28 Oct
5.2.4	This meeting is scheduled the same time WEEKLY so that all participants can call in. It is CRITICAL that we all be on this call.	Note	

5.3	PERMITS		
5.3.1	Maria to provide inspection schedule so we are not surprised.	Maria	3 Nov

5.4	PROCUREMENT		
5.4.1	Furniture – Furniture confirmation needed for order. Sent on 28 th . Desk tops to be white as this meets the lead-time.	Joe	29 Oct
5.4.2	Low vs. high task chair mix approved by Joe	Note	
5.4.3	Need list of ALL Long Lead Time and critical IT Room items along with delivery dates: - IT Equipment (Racks, Switches, Panels, Cabling - HVAC Equipment - Office Area (i.e. furniture, carpet)	Maria	29 Oct
5.4.4	Shaw Carpet has been finalized. Maria to confirm if ordered	Maria	29 Oct
5.4.5	IT Room HVAC after installation service package to be addressed	Maria	10 Nov

5.5	DESIGN		
4.5.1	US Design Development Drawings complete	Note	
4.5.2	Construction Drawings (BA) are at 66% - to be 95% by this Friday. Critical drawings needed are LAN Room and MEP. To be confirmed	Maria	29 Oct
4.5.3	Hard Conduit is required from Building IT Room to LAN Room Confirm	Maria	29 Oct
4.5.4	GBT requires 2 fiber optic lines (primary and back-up) Confirm	Maria	29 Oct

5.6	SCHEDULE		
2.6.1	Office must be done by end of year	Note	
2.6.2	How can the schedule be compressed? Shifts? More workers?	Note	
5.6.1	As work has started, Schedule must be updated to reflect actual start and finish dates.	Maria	29 Oct
5.6.2	LAN Room Schedule is very tight – Maria stated that Nov. 8 th is still the handover date. Confirm if this is achievable	Maria	29 Oct

5.7	CONSTRUCTION		
5.7.1	Construction started – see attached photo report	Note	

5.8	COMMERCIAL		
4.8.1	Need overall budget estimate from Maria by Friday (LAN + OFFICE)	Maria	30 Oct
4.8.2	Need projected cash flow for whole project – payment terms (LAN + OFFICE)	Maria	30 Oct
4.8.3	Need to finalize Office Construction amendment to contract	Joe Maria	30 Oct

5.9	OTHER ITEMS		
5.9.1			

5.10	NEXT MEETINGS		
5.10.1	Weekly Project Meeting – Tuesdays @ 11am	Note	
5.10.2	AmEx IT (AET) Call – Thursdays @ 10am	Note	

5.11	ACTION ITEMS – RECAP		
5.2.3	Site visits from US to BA. Joe to send approval	Joe	28 Oct
5.4.1	Furniture – Furniture confirmation needed for order.	Joe	29 Oct
4.8.3	Need to finalize Office Construction amendment to contract	Joe Maria	30 Oct
5.2.2	HVAC system – Surrey vs. Trane – Need qualitative analysis	Maria	29 Oct
4.8.2	Need projected cash flow for whole project – payment terms (LAN + OFFICE)	Maria	30 Oct
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5.4.5	IT Room HVAC after installation service package to be addressed	Maria	10 Nov
5.6.1	Schedule must be updated to reflect actual start and finish dates.	Maria	29 Oct
5.6.2	LAN Room Schedule Nov. 8 th - Confirm if this is achievable	Maria	29 Oct
5.3.1	Maria to provide inspection schedule so we are not surprised.	Maria	3 Nov
4.5.2	Construction Drawings (BA) are at 66% - to be 95% by this Friday. Critical drawings needed are LAN Room and MEP. To be confirmed	Maria	29 Oct
4.5.3	Hard Conduit is required from Building IT Room to LAN Rm Confirm	Maria	29 Oct
4.5.4	GBT requires 2 fiber optic lines (primary and back-up) Confirm	Maria	29 Oct