

Project	GBT – Buenos Aries, Alem 518			Date	Nov 10, '15	Time	11:15–12:00
Minute No.	07			Location	ARCADIS Office - NYC		
Created By	Ray Plummer			PM	Ray Plummer / Jorge Bernal		
Minutes Issued	Nov 15, 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	√	√	+54 11 15 5426-6984	msperanza@contract.com.ar
Alejandra Aczel	Contract Workplaces Ar	√	√		ale@interieurforma.com.ar
Esteban Errecart	Contract Workplaces Ar	√	√		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
7.1	SAFETY MOMENT		
6.1.1	Safety Moment: Situational Awareness - An Arcadis PM was assaulted in an attempted mugging in NYC yesterday at the Spring St. subway station at noon! - Always be aware of your surroundings and try to stay "with the crowd". Though shaken she is OK and bystanders fended off the assailant who fled the scene.	Note	

7.2	GENERAL		
7.2.1	E-mail Etiquette: - E-mails needing Joe's attention – please send directly to Joe (Joseph) - Include Project Name "GBT BA" in subject along with what the e-mail is about	Note	
7.2.2	Site Update (see site photo report): - HVAC arrive yesterday and will be installed this week - Fiber optic cables in place - Racks installed – walls up, cable tray installed.	Note	
7.2.3	Maria to send raw photos to team. Photos in report are too pixelated.	Maria	11 Nov
7.2.4	Jorge (RTKL) will visit site next Monday/Tuesday	Note	
7.2.5	Temporary Storage – Gustavo said he wanted to use the IT Room for storage area. Joe to contact Gustavo to ensure he accepts the room as-is in case he damages it. It must be finished.	Joe	11 Nov
7.2.6	Schedule discussed – See section 7 below	Note	
7.2.7	Joe to provide hours of operation for office	Joe	11 Nov
7.2.8	Existing ceiling grid in poor condition: LL wants existing grid and	Joe	17 Nov

	existing carpet stored and re-installed. Joe to resolve		
7.2.9	Note: day work allowed BUT loud work not allowed during working hours	Note	
7.2.10	Need phasing plan for swapping desks from Temp to permanent	Maria	17 Nov
7.2.11	Images / details of temporary furniture needed	Maria	17 Nov

7.3	PERMITS		
7.3.1	Maria to provide inspection schedule so we are not surprised.	Maria	17 Nov
7.3.2	Commercial Registration to be taken care of by GBT local. Fernando understands and will do (local Cert. of Occupancy)	GBT	17 Nov

7.4	PROCUREMENT		
5.4.4	Shaw Carpet has been finalized. Maria to confirm if ordered	Maria	17 Nov
5.4.5	IT Room HVAC after installation service package to be addressed	Maria	17 Nov
7.4.1	Furniture – Confirm delivery	Maria	17 Nov
7.4.2	Contract for Phase II confirmed	Note	
7.4.3	Security & CCTV to be confirmed	Joe	17 Nov

7.5	DESIGN		
7.5.1	Drawing package was approved by LL. Need to get in writing	Maria	17 Nov
7.5.2	AV to be confirmed	Joe/ Jorge	17 Nov

7.6	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	
7.6.1	What will be ready on December 31st? • Ceiling • Walls (no mtg room glass) • Carpet	Note	
7.6.2	After December 31 st : • Jan 4 Provision y colocacion (supply & install?) new sprinklers & smoke detectors • Jan 5 – 9 Furniture Installation (workstations) • Jan 9 – 15 – Cabling Workstations (need 5 days) • Jan 6 – 13 – Glass Partitions • Jan 6 Countertops • Jan 7 Painting (final touch-ups) – • Jan 15 HVAC commissioning & balancing of • Jan 15 Electrical handover/certification – cabling w/s – needs to be re-installed. • Jan 15 Graphics • Jan 15 Final Cleaning.	Note	
7.6.3	UPDATE SCHEDULE w/ ENGLISH (Joe cannot read Spanish)	Maria	17 Nov
7.6.4	Explain how desks will be swapped out and phased? GBT works long hours during the week – would need to be phased ¼ at a time over weekend nights or days.	Maria	17 Nov
7.6.5	Sprinkler/smoke detectors to be completed before Jan 1.	Done	

7.7	CONSTRUCTION		
7.7.1	Construction started – see photo report	Note	

7.8	COMMERCIAL		
4.8.2	Need projected cash flow for whole project – payment terms (LAN + OFFICE)	Maria	17 Nov
4.8.3	Need to finalize Office Construction amendment to contract	DONE	
7.9	OTHER ITEMS		
7.9.1	Maria stated that the temp furniture will be “professional furniture”	Note	
7.10	NEXT MEETINGS		
7.10.1	Weekly Project Meeting – Tuesdays @ 11am	Note	
7.10.2	AmEx IT (AET) Call – Thursdays @ 10am	Note	
7.11	ACTION ITEMS – RECAP		
7.2.5	Temporary Storage – Joe to contact Gustavo to ensure he accepts the room as-is in case he damages it. It must be finished.	Joe	11 Nov
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