

Project	GBT – Buenos Aries, Alem 518			Date	Nov 17, '15	Time	11:15–12:00
Minute No.	08			Location	ARCADIS Office - NYC		
Created By	Ray Plummer			PM	Ray Plummer / Jorge Bernal		
Minutes Issued	Nov 22, 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
8.1	SAFETY MOMENT		
8.1.1	Safety Moment:	Note	

8.2	GENERAL		
7.2.7	Joe to provide hours of operation for office	Joe	24 Nov
7.2.8	Existing ceiling grid in poor condition: LL wants existing grid and existing carpet stored and re-installed. Joe to resolve	Joe	24 Nov
7.2.10	Need phasing plan for swapping desks from Temp to permanent	Maria	24 Nov
7.2.11	Images / details of temporary furniture needed	Maria	24 Nov
8.2.1	Jorge is on site (yesterday & today)	Note	
8.2.2	Furniture – Interior Forma to get back with revised installation dates and images of temporary furniture. Having 40 workstations is unacceptable and will not work	Maria	24 Nov
8.2.3	IT areas are now secure	Note	
8.2.4	Discussed that local team may want to have outside food vendors set up in space. This will not work as additional exhaust will be needed – Could be a Day 2 item but not Day 1.	Note	
8.2.5	Cabling Confusion – Dates of installation of tables and temporary tables – This needs to be resolved	Maria	24 Nov

8.3	PERMITS		
7.3.1	Maria to provide inspection schedule so we are not surprised.	Maria	24 Nov
7.3.2	Commercial Registration to be taken care of by GBT local. Fernando understands and will do (local Cert. of Occupancy)	GBT	24 Nov

8.4	PROCUREMENT		
5.4.4	Shaw Carpet has been finalized. Maria to confirm delivery dates	Maria	24 Nov
5.4.5	IT Room HVAC after installation service package to be addressed	Maria	24 Nov
8.4.1	Furniture – Confirm delivery dates	Maria	24 Nov
8.4.2	Contract for Phase II confirmed	Note	
8.4.3	Security & CCTV to be confirmed which doors need card readers (access to floor, IT Room, Storage) CCTV locations to be mapped out by vendor with cost. Contract Solution needs to know where they are going.	Joe	24 Nov

8.5	DESIGN		
7.5.1	Drawing package was approved by LL. Need to get in writing	Maria	24 Nov
7.5.2	AV to be confirmed. Jorge to create plan	Joe/ Jorge	24 Nov
8.5.1	Reception desk has been reduced from 5'10" to 5' wide. Joe confirmed.	Note	

8.6	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	24 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	24 Nov

8.7	CONSTRUCTION		
8.7.1	Construction started – see photo report from Jorge	Note	

8.8	COMMERCIAL		
4.8.2	Need projected cash flow for whole project – payment terms (LAN + OFFICE)	Maria	24 Nov
4.8.3	Need to finalize Office Construction amendment to contract	DONE	
8.8.1	Status update for payment to GC	Joe	24 Nov

8.9	OTHER ITEMS		
8.9.1	N/A		
8.10	NEXT MEETINGS		
8.10.1	Weekly Project Meeting – Tuesdays @ 11am	Note	
8.10.2	AmEx IT (AET) Call – Wednesday Nov. 25 th @ 10am (Thanksgiving)	Note	
8.11	ACTION ITEMS – RECAP		
8.8.1	Status update for payment to GC	Joe	24 Nov
7.2.7	Joe to provide hours of operation for office	Joe	24 Nov
7.2.8	Existing ceiling grid in poor condition: LL wants existing grid and existing carpet stored and re-installed. Joe to resolve	Joe	24 Nov
8.4.3	Security & CCTV to be confirmed which doors need card readers (access to floor, IT Room, Storage) CCTV locations to be mapped out by vendor with cost. Contract Solution needs to know where they are going.	Joe	24 Nov
7.5.2	AV to be confirmed. Jorge to create plan	Joe/ Jorge	24 Nov
7.6.3	UPDATE SCHEDULE w/ ENGLISH (Joe cannot read Spanish)	Maria	24 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	24 Nov
7.5.1	Drawing package was approved by LL. Need to get in writing	Maria	24 Nov
4.8.2	Need projected cash flow for whole project – payment terms (LAN + OFFICE)	Maria	24 Nov
7.3.2	Commercial Registration to be taken care of by GBT local. Fernando understands and will do (local Cert. of Occupancy)	GBT	24 Nov
7.3.1	Maria to provide inspection schedule so we are not surprised.	Maria	24 Nov
5.4.4	Shaw Carpet has been finalized. Maria to confirm delivery dates	Maria	24 Nov
5.4.5	IT Room HVAC after installation service package to be addressed	Maria	24 Nov
8.4.1	Furniture – Confirm delivery dates	Maria	24 Nov
7.2.10	Need phasing plan for swapping desks from Temp to permanent	Maria	24 Nov
7.2.11	Images / details of temporary furniture needed	Maria	24 Nov
8.2.5	Cabling Confusion – Dates of installation of tables and temporary tables – This needs to be resolved	Maria	24 Nov
8.2.2	Furniture – Interior Forma to get back with revised installation dates and images of temporary furniture. Having 40 workstations is unacceptable and will not work	Maria	24 Nov