

Project	GBT – Buenos Aries, Alem 518			Date	Dec 15,'15	Time	11:00–12:00
Minute No.	11			Location	ARCADIS Office - NYC		
Created By	Ray Plummer/Daryl Brook Kraus			PM	Ray Plummer / Jorge Bernal		
Minutes Issued	Dec 16, 2015						

Name	Company	Present	Send	Contact	Email
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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
11.1	SAFETY MOMENT		
11.1.1	Safety Moment: Electrical Rooms: Be very careful in electrical rooms and electrical closets and treat all areas with respect.	Note	

11.2	GENERAL		
7.2.8	Existing ceiling grid in poor condition: Joe to confirm with Landlord by end of week.	Joe	18 Dec
11.2.2	Next site visits: CONFIRMED - Dec. 21/22 – during carpet/furniture installation - Jan 18-19 – To coincide with punch-list close-out and loose furniture installation.	Note	
10.2.5	Carpet delivery and installation: Carpet installation has started.	Note	
10.2.6	Furniture installation to be Dec. 21 st – 23 rd – GC to double confirmed. To arrive Friday, Saturday or Monday. Confirmed	Note	
11.2.1	Site Update: Relocation of sprinkler & smoke detectors ongoing Glass to be installed this week Carpet installation has started Progressing as per schedule	Note	
11.2.2	Vacations: Joe – Only taking Dec. 25 th & Jan 1 st off. Ray – Off next week: Dec. 21 st – 25 th . In office on Dec. 28 th . Maria – Off Dec. 24 th & 25 th , 31 st & Jan. 1 st .	Note	
11.2.3	Send Joe a complete set of Construction Drawings	Maria	18 Dec

11.3	PERMITS		
7.3.2	Commercial Registration to be taken care of by GBT local. Fernando understands and will do (local Cert. of Occupancy) Amitrano & Asociados - Architects: arqamitrano@ciudad.com.ar The local GBT office has reached out to the GC and drawings and all documents have been provided. A site inspection has been scheduled for this week. Joe to be kept in the loop.	Maria	18 Dec
10.3.2	Need LL approval in writing	Maria	18 Dec
11.3.1	As-Built Drawings are being worked on right now. PDF & Cad will be ready once the project is closed out, 1-2 weeks after completion, end of January.	Maria	30 Jan
11.4	PROCUREMENT		
10.4.1	AV – No overhead projectors, only LCDs. Based on room sizes, Jorge to propose LCD sizes. Joe to review AV proposal from Jorge	Joe	18 Dec
10.4.2	Accessories to be proposed	Maria	18 Dec
11.5	DESIGN		
11.5.1	Logo at Reception: To be MDF w/ lacquer (better quality & shorter lead) Words “Global Business Travel” to be in Spanish in same font. Translation submitted. To be approved by GBT corporate	Joe	18 Dec
11.6	SCHEDULE		
2.6.1	Office must be done by end of year	Note	
10.6.1	Schedule Confirmation: Carpet: Complete by Dec. 20 th Furniture Delivery Dec. 21 Furniture Installation: Dec. 21 st – 23 rd Cabling (IT / Power): Dec. 23 rd – 31 st Cable Testing: Dec. 31 st – Jan 4 th Staff Move from Cordoba to Alem: Jan 8 th (over weekend) GO LIVE: Jan 11 th Schedule has not changed	Note	
11.7	CONSTRUCTION		
11.7.1	See photo report	Note	
11.8	COMMERCIAL		
4.8.2	Need projected cash flow for whole project	Maria	22 Dec
11.8.1	Upcoming payments – Phase I & Phase II	Maria	22 Dec
11.9	OTHER ITEMS		
11.9.1	Request for 6 computers to be resolved	Joe	18 Dec
11.10	NEXT MEETINGS		
11.10.1	Weekly Project Meeting – Tuesdays @ 11am	Note	

11.11	ACTION ITEMS – RECAP		
7.2.8	Existing ceiling grid in poor condition: Joe to confirm with Landlord	Joe	18 Dec
10.4.1	AV – Joe to review/approve AV proposal from Jorge	Joe	18 Dec
11.5.1	Logo @ Reception: “Global Business Travel”-Translation submitted To be approved by GBT corporate	Joe	18 Dec
11.9.1	Request for 6 computers to be resolved	Joe	18 Dec
10.4.2	Accessories to be proposed	Maria	18 Dec
11.2.3	Send Joe a complete set of Construction Drawings	Maria	18 Dec
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4.8.2	Need projected cash flow for whole project	Maria	22 Dec
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