

Project	GBT – Buenos Aries, Alem 518			Date	12 Jan 2016	Time	11:00–11:25
Minute No.	13			Location	ARCADIS Office - NYC		
Created By	Ray Plummer/Daryl Brook Kraus			PM	Ray Plummer / Jorge Bernal		
Minutes Issued	15 Jan 2016						

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
13.1	SAFETY MOMENT		
13.1.1	Safety Moment: Lifting & Carrying: Remember when lifting objects, lift with your arms and not your back. Don't lift more than you can comfortably and safely carry.	Note	
13.2	GENERAL		
13.2.1	No general issues		
13.3	PERMITS		
7.3.2	Commercial Registration to be taken care of by GBT local. Amitrano & Asociados. Drawings submitted to certifying group. Registration in process. GBT has 6-months to get registration after opening and process has already started. Ongoing, no issues.	Maria / Joe	18 Jan
13.4	PROCUREMENT		
13.4.1	No procurement issues		
13.5	DESIGN		
13.5.1	No design issues		

13.6	SCHEDULE		
10.6.1	Schedule Confirmation: 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	
13.6.1	11 January GO LIVE date was met and was a success. Congratulations, no problems.	Note	
13.6.2	Punch list closeout ongoing. Coordinate with local GBT staff & security.	Note	
13.7	CONSTRUCTION		
13.7.1	See photo report	Note	
13.8	COMMERCIAL		
11.8.1	Upcoming payments – Phase I & Phase II	Maria	29 Dec
13.8.1	No outstanding financial items	Note	
13.9	OTHER ITEMS		
	No other items	Note	
13.10	NEXT MEETINGS		
13.10.1	Weekly Project Meeting – Tuesday @ 11am to coincide w/ punch list site visit	Note	
13.11	ACTION ITEMS – RECAP		
13.6.2	Punch list closeout - update	Note	