

MEETING ROSTER:

* Attended Meeting

<u>Name</u>	<u>Company</u>	<u>Email</u>	<u>Phone</u>
Matilde Picazio *	Booking	matilde.picazio@booking.com	+31207153434
Marco Mula *	Booking	marco.mula@booking.com	+31207153397
Maximiliano Alfaro	Booking	maximiliano.alfaro@booking.co	+54 11 52965615
Flavia Cobas *	Booking	flavia.cobas@booking.com	+54 11 52965602
Andrea Mafauad *	Contract	amafauad@contract.com.ar	+54 11 32203500 ext.3553
Julietta Bigot *	Contract	jbigot@contract.com.ar	+54 11 32203500 ext. 3588
Fabián Florentín	Contract	fflorentin@contract.com.ar	+54 9 11 24166782
Daríá Correa *	Contract	dcorrea@contract.com.ar	+54 9 11 69872881

DISTRIBUTION DATE: June 30th, 2016

MEETING LOCATION:

<https://bluejeans.com/734275625?src=calendarLink&q=mfwwcztbvqwiqddn5xhi4tbmn2c4y3pnuxgc4q=>

NEXT MEETING: Wednesday, July 6th - 10:30 BUE time / 3:30 DUTCH time

PURPOSE: Weekly project update

MINUTES PREPARED BY: Andrea Mafauad, Project Manager, CONTRACT WORKPLACES

* The following minute represents the writer's understanding of the discussion in the meeting. If there are clarifications, discrepancies or omissions, please notify the office of the writer within two (2) business days of the date of distribution.

* If there are any questions, or comments, please feel free to contact PM Andrea Mafauad.

ITEM	DISCUSSION	ACTION	TARGET	RESPONSIBLE
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1- INTRO

1.1	Roles and responsibilities of the teams: - Matilde: Booking.com PM, will be the main responsible of the project; - Andrea: CONTRACT PM, on site who will be the main contact for Matilde; - Marco: Booking.com IT, will be responsible for the IT side of the project; - Maxi: Local Booking.com team, will be contributing giving feedback mainly on the way of working locally and confirm local feeling of the design; - Flavia: Office manager, will make sure that the office will be provided by the needed facilities. - Julietta: CONTRACT Designer, project - Fabián: CONTRACT Site Controller, work on site - Darío: CONTRACT Technical Referent.			
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2- SCHEDULE

2.1	Construction agreement signed: 31-May-2016 Contractor start: 8-June-2016 IT Contractor start: 4-July-2016 IT ROOM ready: TBD Workstations complete (phase 1): 18-July-2016 Conference room complete: TBD Network on-line: TBD Substantial completion: 29-August-2016 Punch list report: 29-August-2016 Construction completion: 12-September-2016 FDOB: 29-August-2016 Closeout Complete: TBD			
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3 - ARCHITECTURAL AND TECHNICAL

3.1	Consultant Selection CONTRACT WORKPLACES			
3.2	Layout June 29, 2016 Nothing changed June 22, 2016 - Matilde asked for the living at the reception area to be mirrored to be seen from outside the office. June 8, 2016 - The kitchen configuration was confirmed by Flavia, based on the final appliances (fridge, dishwasher, water supplier, etc.) June 1, 2016 - The copy area and informal meeting point need to switch their places. - The carpet design proposal needs to be replaced, creating a new concept.	Update	June 29	Contract
	Materiality June 29, 2016 - The complete signage proposal needs to be approved by Booking. - The wallpaper for behind the Booking signage at the reception area was selected: MURESCO TT1 4707-1 - The bathrooms proposal was approved. It was selected the option of monochrome tiles and yellow partitions.			

3.3	June 22, 2016 - Lighting fixtures for coffee and little meeting rooms were approved. - A graphic design proposal was asked to be applied on the left wall at the reception area. - Booking will provide the images for the little rooms. Contract asked them ASAP in order to confirm the production. - Booking asked for pillows to be placed in the theatre area. June 8, 2016 - A second version of presentation was reviewed. - The carpet design in Open Space was reviewed and approved. Contract will submit a carpet tile sample for Maxy's confirmation. - Matilde remarked that the Booking.com signage located in the reception of the office has to be applied on white color. Contract will review the Booking.com guideline and will make a new proposal. - The materiality of the stands in the theatre area was reviewed and approved. Contract will submit a sample for Maxy's confirmation. - Contract will propose some other options of sofas for the Coffee. - The final renders will be submitted by Contract no later than Monday, June 13. June 1, 2016: - The presentation of materiality was reviewed. - The furniture for little meeting rooms has to be replaced regarding their new identity. - Contract informed that the available stock of carpet tiles is reduced and it does not include all Booking.com colors. - Booking asked for new renders showing the final look & feel. Contract will elaborate them. - The distance between kitchen countertop and bar needs to be reviewed in order to ensure its appropriated functionality and a comfortable circulation. - The board on the wall of theatre area needs to be modiflicated. Contract will submit new proposal. The city profile idea will remain. - Signage and vinyl for glass partitions need to be designed. - The images applied to the walls will be proposed by Contract. Booking.com does not have an "image bank".			
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4 - IT - TECHNOLOGY

4.1	June 29, 2016 - Contract sent IT quotation for cabling. Marco asked for some clarifications. Contract will submit the updated quotation by June 30. The IT vendor need to start works on site ASAP. - Contract submitted the final connectivity schemes for workstations, meetings, and conference room. Booking approved them to be executed on site. - Marco sent a suggestion for cabling the desks of workstations. Contract will give feedback of what the best solution is regarding the given conditions. <i>Note: Contract confirmed that there is one floor box per each workstation included in the Construction Budget. (Configuration: 2 data ports, 2 power sockets, 2 stabilized power sockets).</i> - The general distribution of floor boxes in large meeting room was checked and approved. - The little meeting rooms will have a floor box per each table (not terminated on tops as requested in IT specs). - Access Control: The existing AC will remain the same (no action on this is needed). - CCTV: No cameras are needed. - A call will be scheduled for planning IT works logistics in the different phases of construction. June 1, 2016 - Marco sent the IT requirements needed for the office.	Approval	July 5	Booking.com
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5 - ENGINEERING

5.1	HVAC The building approved the modifications.			
5.2	Plumbing The building approved the modifications.			
5.3	Fire Suppression The building approved the modifications.			
5.4	Electrical & Fire Alarm The building approved the modifications.			

6 - FURNITURE

6.1	Workstations: - The desk tops need to be modified. A connectivity box on top need to be placed. The proposed model was sent to Booking and the Interieur Forma quotation is going to be submitted by June 30. Interieur Forma needs Booking approval ASAP in order to not to delay the production process.	Approval	ASAP	Booking.com
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6.1	Selected model: Manual adjustable desks from Actiforce			
6.2	Large Conference Room Tables Selected model: Scope base from Interieur Forma			
6.3	Chairs Selected model: Diffrient World from Human Scale			
6.5	Other Furniture - Contract communicated that all the furniture need to be approved by Booking by July 1, due to the vendor indicated a 30 days delivery time. If not, we'll have a possible delay for having the items on site. June 8, 2016 Contract provided a layout indicating which furniture is new and which is re used.			

7 - MISCELLANEOUS

7.1	- The work on site started successfully on Tuesday, June 8. The logistics plan was validated by Booking.com. - Relocation (Move Coordination) Contract will send the logistics plan. Booking.com will validate it.	PLAN	Done	Contract Booking.com
7.2	- Interieur Forma Booking.com will place the purchase next week.	PO	Done	Booking.com
7.3	Others - Contract and Booking agreed to storage all the kitchen devices and IT items in a reserved place inside the work site and properly protected until the office is ready to locate them in their final position.			