

MEETING ROSTER:

* Attended Meeting

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DISTRIBUTION DATE: July 22nd, 2016

MEETING LOCATION:

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

NEXT MEETING: Wednesday, July 27th - 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 Meeting rooms complete (phase 2): 22-August-2016 Conference room complete: TBD Network on-line: 18-July-2016 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 July 13/20, 2016 Maxy asked for switching the positions of the little meeting rooms Bariloche and Mendoza in order to follow the order of RUTA40. So now the Mendoza room is in the middle with 6 positions. Salta and Bariloche have 4 positions. 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.	Done	July 20	Contract

3.3	Materiality July 13/20, 2016 - The complete signage proposal was approved with exception of the single graphic for the Reception Area. <i>Contract submitted 4 different proposals which were not approved. In our last call Maxy indicated some premises for developing a new and final design: to include Argentinian icons (not Buenos Aires figures) and to change the style of the drawing (closer to a "mural" esthetic).</i> - Pictures for meeting rooms: The one for the large room is correct. About the other 3 we need for the little rooms, still not right. Contract needs to receive the final files for production shortly. - The vinyl tile model for the floor of the canteen was approved. 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. 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. - Signage and vinyl for glass partitions need to be designed.	Approved	July, 13	Booking.com
		Submittal	July, 27	Contract
		Submittal	July, 27	Booking.com
		Approved	July, 13	Booking.com

3.3	- Booking asked for new renders showing the final look & feel. Contract will elaborate them. - on the wall of theatre area needs to be modified. - Contract will submit new proposal. The city profile idea will remain. - 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 modified. Contract will submit new proposal. The city profile idea will remain. - Signage and vinyl for glass partitions need to be designed.			
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4 - IT - TECHNOLOGY

4.1	July 13/20, 2016 The final scheme for workstations cabling was approved. The IT vendor was confirmed and the IT budget was approved by Marco. 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. Contract will submit a quotation and suggest a vendor. - The distribution of the floor boxes in the large meeting room will be submitted by Contract. Marco has to validate them and determine which ones will have power and which ones will have power + data.	Approved	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: July 13/20, 2016 - Interieur Forma informed a delay on the provision of the desks adjustable bases because of the importation process (new delivery date: october 2016). The rest of the furniture arrives on time during August. - 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.	Approved	June	Booking.com
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 July 13/20, 2016 - The “in between” furniture was selected on July 5 in the vendor’s showroom together with Booking local team. Some of the items changed with respect of the original Contract proposal and budget in order to follow the new input of “Bariloche, Mendoza and Salta” style. An additional cost was generated and has to be reviewed by Booking for going ahead with the purchase. June 29, 2016 - 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	Approval	July 29	Booking.com

7 - MISCELLANEOUS

7.1	July 20, 2016 - Phase 1 workstations area was delivered on Monday, July 18. The space is operative. - 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.	Construction	Done	Contract Booking.com
7.2	- Interieur Forma Booking.com will place the purchase next week.	PO	Done	Booking.com
7.3	Others July 13/20, 2016 - Booking asked for the logistics plan of phase 2 June 29, 2016 - 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.	Submittal	July 27	Contract