### Item | Topic / Comment | Action
--- | --- | ---
1 | a) Floor level naming conventions | a) **LCL** to coordinate the correct designation for each floor level and provide designations to all appropriate parties to ensure that floor levels are labeled consistently for all applications.

2 | **Vertical Circulation:**  
   a) NE Stair is egress only.  
   b) Center Stair on mezzanine level allows for public access to the floor, as does the elevator.  
   c) Service elevator will require wayfinding information. |  

3 | a) Each conference center will require a name to distinguish one from the other. | a) **UO** to work on selecting names for the conference centers.
### Programming:
- a) Level G: Main location for wayfinding (near information desk) will include interactive digital display and analog directory information. These will be in addition to the digital display currently programmed at this location in the architectural package.
- b) Level G: Department suites that open to the exterior on the North side of the building will need identification at both the exterior entries and the interior entries.
- c) Level 1: Add area ID for the Meditation Center.
- d) Level 2: Add area ID for the Cultural Forum.
- e) Level 2: Add wayfinding signage to service areas.
- f) Level 2: Gallery wayfinding at top of stairs may conflict with existing Art Gallery signage (alternatively, that information may be moved to a new digital display around the corner from the current location).

### Design:
- a) Wayfinding directionals will need a combination of semi-permanent information and change-able information. One suggestion is to display destinations that will not likely change in vinyl, and include other information on a paper insert.
- b) AK shared two design concepts for Area ID on the Student Street, utilizing the vertical green glass in the architectural package. The group was divided on which concept was preferred, and would like to see alternate concepts that use either the department name in place of the room numbers or a department acronym. The department name or acronym would be written with a vertical baseline to fit on the green glass band.

### Digital locations:
- a) Only one digital display was added to those programmed in the architectural package (see item 4 above).

### Next steps:
- a) AK to present design development to the project team in September (exact date TBD).

b) UO to compile a list of the official department names, and determine if the names can be reduced to one main word and one secondary word (e.g. MULTICULTURAL center) or whether each department has a commonly recognized acronym. UO to provide the list to AK for further concept development.