Meeting Number   **01**
Meeting Type   **Design Development Phase**
Meeting Date   **7 August 2013**
Meeting Time   **11:00 AM – 11:45 AM**

Project Number   **110451**

Purpose   **Subject Area Committee – Card Office**
Location   **Umpqua River Room**

AGENDA

11:00   Introductions & Project Overview (MO, EP)

11:05   Card Office (LG, CM)
Purpose: Review the space plan and provide input to the design team

Outcome: Understand the traffic flow in and out of the office, confirm the number and the function of the workstations, determine a space plan that works for photography and card making.

1 Review overall floor plans for renovation and new construction.
2 Discuss traffic patterns through the building
3 Discuss the general function of the card office and how the space is used
4 What do they like about their current space? What is not working well?
5 Current floor plan layout – are these still the correct program components?
6 Discuss the flow of traffic in and out of the Card Office
7 Is there a need for service windows? If so, what are the requirements?
8 How many people are in line during peak time? On an average day?
9 How many people wait inside the suite versus outside in line?
10 Will the existing equipment be re-used?
11 What are the required distances for the cameras?
12 Storage types and locations

11:40   Next Steps / Follow-up Tasks
The architectural design team will work with consultants to design mechanical, electrical, data/ telecom and acoustic systems.
SAC meetings #02

11:45   END