AGENDA

9:00  Introductions & Project Overview (MO, EP)

9:05  Computer Lab (LG, CM)
      Purpose: Review the space plan and provide input to the design team
      Outcome: Confirm the number of workstations and layout of the room. Confirm the location and sizes of the enclosed rooms.

1  Review overall floor plans for renovation and new construction
2  Review program
3  Current floor plan layout
4  Quantity of workstations - 30 or 36?  
5  Space allocation – 16-20 sf each?
6  Storage types and locations
7  Reception desk parameters
8  Workroom activities

9:55  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

10:00 END