AGENDA

2:30  Introductions & Project Overview (MO, EP)

2:35  Marketing (LG, CM)
   Purpose: Review the space plan and provide input to the design team
   Outcome: Confirm the program components and layout of the space, including detailed planning for the print area and work area.

1  Review overall floor plans for renovation and new construction.
2  Discuss the general function of Marketing and how the space is used.
3  What do they like about their current space? What is not working well?
4  Current floor plan layout – are these still the correct program components?
5  Discuss the function of the work and print areas.
6  Discuss storage needs.

3:10  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

3:15  END