AGENDA

1:00  Introductions & Project Overview (MO, EP)

1:05  Ticket Office (LG, CM)

   Purpose: Review the space plan and provide input to the design team
   
   Outcome: Understand the flow of traffic to the Ticket Office and how customers are served. Confirm the number and the function of workstations.
   
   1  Review overall floor plans for renovation and new construction
   2  Discuss traffic patterns through the building
   3  Discuss the general function of the ticket 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 Ticket Office
   7  Is the service primarily through service windows? If so, what are the requirements?
   8  How many people are in line during peak time? On an average day?
   9  Storage types and locations

1:40  Next Steps / Follow-up Tasks

   The architectural team will work with consultants to design mechanical, electrical, data/ telecom and acoustic systems
   SAC meetings #02

1:45  END