Meeting Number 01
Meeting Type Design Development Phase
Meeting Date 8 August 2013
Meeting Time 11:30 AM – 12:00 PM

Project Number 110451
Purpose Subject Area Committee – Veterans and Family Student Association
Location Rogue River Room

AGENDA

11:30 Introductions & Project Overview (MO, EP)

11:35 Veterans and Family Student Association (LG, CM)
   Purpose: Review the space plan and provide input to the design team
   Outcome: Determine the program requirements for this space including any enclosed rooms, discuss a preliminary layout, determine needs for any equipment and storage.

1. Review overall floor plans for renovation and new construction.
2. Discuss the general function of the association and how the space is used.
3. What do they like about their current space? What is not working well?
4. Review current floor plan layout.
5. What elements are needed in the new space?
6. How many staff members are there? How many desks and what sizes?
7. What other spaces are needed in addition to the staff?
8. How open/accessible does this group want to be to the public corridor?

11:55 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

12:00 END