AGENDA

3:00  Introductions & Project Overview (MO, EP)

3:05  Women’s Center and SWAT (LG, CM)
Purpose: Review the space plan and provide input to the design team

Outcome: Confirm the program elements and suite layout. Determine the needs for the work and reception areas, discuss the relationship of the suite to the public corridor.

1. Review overall floor plans for renovation and new construction.
2. Discuss the general function of the suite 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 – are these still the correct program components?
5. Does the arrangement of the space support their work functions? Should the lactation room be moved back to allow more glass at the suite entry?
6. Do programs occur in this space or is it more of an office area?
7. What are the storage needs?
8. How open/accessible does this group want to be to the main public corridor?

3:25  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

3:30  END