

Project Number 110451

Purpose Location Subject Area Committee – Scheduling and Event Services

AGENDA

Scheduling and Event Services Suite

- Discuss program elements and functions
- Discuss program adjacencies
- Review floor plan layout – Finalize space plan
- Discuss security and access requirements
- Discuss storage types and locations
- What is working for you now?
- What is not working for you now?

Conference Rooms

- Walk through floor plan and discuss locations of all conference rooms
- Discuss capacities of each conference room
- Discuss typical configuration of each conference room
- Discuss conference room storage, size and location
- Preliminary discussion about AV for conference rooms
- What is working for you now?
- What is not working for you now?