

Project Number    110451  
Purpose            Subject Area Meetings: Series 2  
Location           EMU – Bean East Conference Room  
  
Start Time           9:30

**Subject Area: Scheduling & Events/Meeting Rooms Info Center**  
**Time allowed: 45 Minutes**

1.0	Introductions, Review Agenda, Expected Outcome	
2.0	<b>Scheduling and Events:</b> Review updated Square Footage and room summaries based upon SAC meeting 1	
3.0	<b>Meeting Rooms and Conferencing spaces:</b> Review updated Square Footage and room summaries based upon SAC meeting 1 <ul style="list-style-type: none"><li>• Review types and sized of rooms, divisibility</li><li>• Shared conference rooms</li><li>• Distribution of rooms</li><li>• Room infrastructure: power/data/AV standards</li></ul>	
4.0	<b>Info Center:</b> Review updated Square Footage and room summaries based upon SAC meeting 1	
5.0	Prioritize space needs in program	
6.0	Review Affinity diagrams	
7.0	Recap/Decisions/Next Steps	