

Project 110451
Number
Purpose Subject Area Meetings: Series 1
Location EMU – (Location: Bean East Conference Room)

Start Time 8:00

Subject Area: Scheduling and Events/Meeting Rooms Info Center
Time allowed: 75 Minutes

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> • Pre assemble existing floor plans • What works or could be improved 	
13.0	Review relevant examples of other like facilities where appropriate	

14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> • Prepare layout options to solicit initial reaction 	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	

EMU
erb memorial union

Project Number 110451
Purpose Subject Area Meetings: Series 1
Location EMU – (Location: Bean East Conference Room)

Start Time 9:15

Subject Area: Oregon Daily Emerald

Time allowed: 60 Minutes

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> • Pre assemble existing floor plans • What works or could be improved 	

13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> • Prepare layout options to solicit initial reaction 	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	



Project Number 110451
Purpose Subject Area Meetings: Series 1
Location EMU – (Location: Bean East Conference Room)

Start Time 10:30

Subject Area: Computer Lab, New model

Time allowed: 60 Minutes

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	

12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> • Pre assemble existing floor plans • What works or could be improved 	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> • Prepare layout options to solicit initial reaction 	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	



Project Number 110451
Purpose Subject Area Meetings: Series 1
Location EMU – (Location: Bean East Conference Room)

Start Time 11:30

Subject Area: Club Sports (recently remodeled)

Time allowed: 30 Minutes

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference	

	rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> • Pre assemble existing floor plans • What works or could be improved 	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> • Prepare layout options to solicit initial reaction 	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	



Project Number 110451
 Purpose Subject Area Meetings: Series 1
 Location EMU – (Location: EMU Board Room)

Start Time 11:30

Subject Area: Call Center

Time allowed: 60 Minutes

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	

7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> • Pre assemble existing floor plans • What works or could be improved 	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> • Prepare layout options to solicit initial reaction 	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	



Project Number 110451
 Purpose Subject Area Meetings: Series 1
 Location EMU – (Location: Bean East Conference Room)

Start Time 12:45

Subject Area: Holden Leadership Center

Time allowed: 45 Minutes

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	

4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> • Pre assemble existing floor plans • What works or could be improved 	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> • Prepare layout options to solicit initial reaction 	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	



Project Number 110451
Purpose Subject Area Meetings: Series 1
Location EMU – (Location: EMU Board Room)

Start Time 12:45

Subject Area: Cultural Forum

Time allowed: 45 Minutes

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> • Pre assemble existing floor plans • What works or could be improved 	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> • Prepare layout options to solicit initial reaction 	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	



Project Number 110451
Purpose Subject Area Meetings: Series 1
Location EMU – (Location: Bean East Conference Room)

Start Time 1:30

Subject Area: Multicultural Center & Student Unions

Time allowed: 90 Minutes

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> • Pre assemble existing floor plans • What works or could be improved 	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> • Prepare layout options to solicit initial reaction 	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	



Project Number 110451
 Purpose Subject Area Meetings: Series 1

Location EMU – (Location: Bean East Conference Room)

Start Time 3:15

Subject Area: Resource Center for Student Organizations (New Model)

Time allowed: 60 Minutes

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Hours of Operation	
5.0	Frequency of Use	
6.0	Staffing requirements	
7.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
8.0	Adjacency Requirements	
9.0	Visibility, Access and Security	
10.0	Create the vision of optimal spatial arrangement.	
11.0	Recap/Decisions/Next Steps	



Project Number 110451
 Purpose Subject Area Meetings: Series 1
 Location EMU – (Location: Bean East Conference Room)

Start Time 4:45

Subject Area: ASUO Student Suites (ASUO Exec, Women’s Center, Sustainability Center, and 2 group suites)

Time allowed: 60 Minutes

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding ‘Existing Conditions or ‘What is’. <ul style="list-style-type: none"> • Pre assemble existing floor plans • What works or could be improved 	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> • Prepare layout options to solicit initial reaction 	
15.0	Room Data Sheets	

16.0	Recap/Decisions/Next Steps	
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