



EMU Furniture Committee Meeting

Purpose: **Process Introduction and Private Area Programming**

Location: LCL Conference Trailer

Date: 31 July 2014

AGENDA

1:30 Introductions

1:35 Project Overview

Purpose: Review the Process and Selection for Public Area Furniture and Private Area Furniture

1. Public Area scope with SERA Architects
2. Private Area scope with Martina Oxoby, UO CPDC
3. Furniture Committee Role
4. Private Area Selection process
 - a. State Contract Vendor Portals
 - b. Representative Interviews
 - c. Furniture Faire

1:45 Review of Private Area Space Design

Purpose: Review Private Area furniture scope

1. Single Occupant Offices
2. Shared workstations – Staff and Students
3. Conference Rooms

2:00 Design Principles

Purpose: Identify guidelines and criteria and expectations for private area furniture to share with interviewed furniture representatives.

1. Standardization
2. Flexiblity/interchangeablity
3. Open workstations criteria
4. Seating options and types

2:45 Review and Next Steps

3:00 End