

MMCREs – Marsh & McLennan Companies Real Estate Services

Project Location/City, Opco - Description

Meeting Minutes

Minutes Taken by: Constanza Alarcon Company: Contract

Meeting Logistics

Meeting Date	October 21		
Meeting Time	14:00 hrs up to 15:00 hrs.		
Meeting Location	Meeting Place: Call conference Meeting ID:		
Participants	Name	Company	Attendance
	Chris Larson	MERCER	
	German Diaz	MERCER	
	Mauricio Norambuena	MERCER	
	Victor Feingold	CONTRACT	
	Pablo Perez	CONTRACT	
	Mauricio Garrido	CONTRACT	
	Constanza Alarcon	CONTRACT	

Meeting Minutes

Category	Notes	Actions	08. Schedule	Due Date
01. Client Issues	- Contract needs to know who is the provider of voice and data no later than October 26 - Contract requires formal approval of layout, budget and contract no later than Monday 25 October.	- Decides voice and data provider - Formal approval		26-10-10 25-10-10
02. Landlord / Building	Contract will send Gantt letter with entry dated in November 1st and end of the work on 21 January.	Gantt letter delivery.		22-10-10



03. Construction				
04. Design	- The design is approved by Mercer. - Contract will send final lay-out for formal approval of Mercer, not later than October 22.	Mercer should generate a formal approval.		21-10-10 22-10-10
05. Furniture	Contract requires to send purchase orders for furniture, carpet and sky.			
06. Technology				
07. Budget	- Contract will resend budgets to Chris Larson. - Contract requires the formal approval of the budget, lay-out and contract.			21-10-10 25-10-10
08. Schedule				
09. New Items				

Next Meeting

Date 27-10-10

Time 14:00-14:30 Hrs. Chile

Dial-in Information

Confirmation of Content

The above constitutes our understanding of matters discussed and conclusions reached. Please review the above and report any errors or omissions to Project Manager within ten (10) days or the above will be



Marsh & McLennan Companies

considered a matter of record.