



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	November 17		
Meeting Time	11:30 hrs up to 12:40 hrs.		
Meeting Location	Meeting Place: Visita a Show room Meeting ID:		
Participants	Name	Company	Attendance
	Mauricio Norambuena	MERCER	
	Mylko Alegria	MERCER	
	Mauricio Norambuena	MERCER	
	Constanza Alarcon	CONTRACT	
	Mauricio Garrido	CONTRACT	

Meeting Minutes

Category	Notes	Actions	08. Schedule	Due Date
01. Client Issues	They would give borrad requirement for Server room that would be unique for this sector.		22-11-10	Mylko Alegria.
02. Landlord / Building				

03. Construction	○ Explained gantt chart status. It is a little behind on demolition of heaven, but we are developed in another items, therefore it does not affect date of delivery. ○ The climate equipment of the server room is not going to be retire, but will be remove the water and electricity. This can't be moved because it would affect bathroom ceiling. ○ In the server, one of the walls will be realised again, and the mineral wool is going to be better quality that existing one. ○ General manager bathroom will stay with the same materials. It will Only be considered to change tile lineo f the wall that is between door and Windows. Also is considered to change tiles of the floor that are broken. This cost will be transfer to Mercer.			
04. Design	○ Send measures and referential photographs of overlapping sink. ○ Send reference photos with color panels. ○ Mercer asks for different alternatives fot bathroom habilitation.		17-Nov	Constanza Alarcon
05. Furniture	○ Contract must inform to Mercer of chair time delivery, to know when it must make the decision of election of this item. ○ Send chair presentation.		17-Nov 17-Nov	Pablo Perez Pablo Perez
06. Technology				
07. Budget	○ Contract must send information of savings and purchases to Mercer.			



08. Schedule				
09. New Items	○ Send Gantt letter in Pdf. ○ Its deliver the Intranet card.		17-Nov	Mauricio Garrido

Next Meeting

Date 17-11-10

Time 11:30-12:30 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 considered a matter of record.