



MMCREs – Marsh & McLennan Companies Real Estate Services Buenos Aires - Mercer

Meeting Minutes

Minutes Taken by: Chris Larson

Meeting Date	May 23, 2011		
Meeting Time	1:30 to 2:30 PM Central		
Meeting Location	Meeting Place: 866 408 2255 US; 0800 333 0725 Argentina		
	Meeting ID: 1272		
Participants			

Meeting Minutes

Category	Notes	Actions	Owner	Due Date
01. Client Issues				
02. Landlord / Building	23 May - Contract to visit 3 buildings.	CL to forward Cushman contract information to Contract.	CL/ND	23 & 26 May
03. Construction				

04. Design	23 May – Discussed program headcount of 100 including 11 – 12 offices at 9.29 meters sq and located at the interior of the space, work stations of 1600 x 762 mm, 3 conference rooms of 18, 8 & 6 seats, high density filing similar to existing, server room of 12.24 meters sq, reception with seating for 4, 3 copier/printer locations distributed throughout floor, 1-2 privacy phone booths and a café for 16. DN would like to see alternate plan with offices both at the interior and exterior, 4 slightly larger offices for business leaders if room is available, work stations of 2 sizes for differing functions and seniority, a 24 person conference room that can be divided into 2-12 person conf. rooms, additional conf. rooms 8, 6 and 4 people and a café for 25 people w/ the coffee/equipment counter separate from the seating. No mail/messenger room needed.	Provide headcounts for 1600 x 762 mm and 1600 x 1600 mm work stations. Develop 2 initial test fit plans for the AmEx building, floor 4, which addresses each option. Provide proposal including test fits and budgeting services.	DN Contract Contract	24 May 31 May 24 May
05. Furnishings				
06. Technology	23 May – New a/v equipment will be needed.	Discuss a/v equipment once test fit plan finalized.	Info	TBD
07. Budget				
08. Schedule				
09. New Items				

Next Meeting

Date: May 31, 2011

Time: To Be Verified

Dial-in Information: 866.408.2255 US or 0800 333 0725 Argentina #1272



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.