



MMCREs – Marsh & McLennan Companies Real Estate Services *Buenos Aires, Argentina, Opco - Mercer* Meeting Minutes

Minutes Taken by: **M. Dandois**
Meeting Logistics

Company: **Cushman & Wakefield**

Meeting Date	Tuesday, November 15th		
Meeting Time	1700 (BA Time)		
Meeting Location	Meeting Place: 866 652 5088 Meeting ID: 6322748		
Participants	Name	Company	Attendance
	Natalia Grau (NG)	Contract	Full
	Esteban Errecart (EE)	Contract	Full
	Marcelo Dandois (MD)	C&W	Full
	Nancy McLean (NM)	Mercer	Full

Meeting Minutes

Category	Notes	Actions	Owner	Due Date
01. Client Issues	Previous points: Payments for furniture: the following invoices were paid last week: 552 & 553 (Contract); 175 (In Open Office); 417 & 418 (I.Forma). According to these payments, In Open Office would deliver the arm-chairs on December 26 th .			



02. Landlord / Building	Previous points: MD suggests to laying the future refrigerant pipes during the current construction works to reduce the impact on the ceiling when the permanent VRV equipment is installed. Information received from RP indicates that Mercer will not approve the change order. MD has informed C&W's broker about this issue to get advise on the Landlord's rights stated in the lease contract. NM notes that this issue should be addressed by RP and the broker.	Approve change order when quoted.	RP RP	11/01 (due) 11/22
		Define who must pay this work	RP	11/22
03. Construction	No topic discussed			
04. Design	No topic discussed			
05. Furniture	No topic discussed			
06. Technology	No topic discussed			
07. Budget	RP will provide hard numbers for Security Equipment and Lencore White Noise system. A security quote was received and forwarded to RP today for budget approval. No news about white noise final quote.		RP RP RP	11/01 (due) 11/08 (due) 11/22



08. Schedule	Quote received for Security indicates 35 days lead time (after down-payment) for the access control and 50-60 days lead time for cctv and alarms. This means that security will not be operating on Dec 19th. MD will send a mail indicating contingent security measures to keep the Dec 19th move date. Mercer has to approve. The white noise installation is under redesign. This installation will neither be ready for Dec. 19th	Define vendors	RP RP RP	11/01 (due) 11/08 (due) 11/22
09. New Items	Move: MD requests NM to designate Mercer's move coordinators to start working with the moving company in the preparation works (packing of items). NM will address this issue	Designate coordinators	NM	11/22

Next Meeting

Date: Tuesday, November 22nd

Time: 1600 (BA Time)

Dial-in Information 866 652 5088 ID: 6322748

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.