

PROJECT MEETING REPORT

N° 2

1. MEETING INFORMATION

CLIENT	NATIONAL INSTRUMENTS			
PROJECT	OFFICE EDIFICIO LAS ARTES			
DATE	Fecha 07-08-12			
LOCATION				
TIPE	Revision of Requirements and Quote study			
ASSISTANTS				
CONTRACT	1. Loreto Chávez 2. Felipe Hormazábal 3. Maricel Pazzelli 4. Verónica Tarigo			
NATIONAL INSTRUMENTS	1. Mike Walker 2. Gerardo Castillo 3. Elizabeth Arriagada			

2. OBJECTIVE

GENERAL OBJECTIVE	Study and Define Project and quote
TOPICS	A.- On site visits to offices B.- Study of Quote C.- Next Steps

3. NOMENCLATURE

NEW: **N** RESOLVED: **R** PENDANT: **P** INFORMATIVE: **I** PERMANENT: **P**

4. ACUERDOS Y CONTENIDOS

ITEM	DATE	DETAIL	STATUS	RESPONSIBLE	FINAL DATE
A.- On site visits to offices					
A1	07-08	• Visit to office Marsh, office done by Contract, to see Works and look at “options” furniture with panels. • Visit to office Mac Donalds, office done by Contract, see works, different kind of furniture • Visit to office Mazars, next door to NI’s office. Office is at works.	I		
A2		• On site visit to NI’s office at Edificio Las Artes. We saw the space, studied the layout and considered that it would be a good solution to: - Rotate de IT room - Create in the IT room walls a custom made furniture with cabinets and space for printers (this instead of the file space)	N		

		- Adjust space and doors of the electric board in reception. (doors must look similar to wall, to be not so noticed).			
B.- Study of Quote					
B1		• Definition of materials (looking at samples): - Carpet: Difuse grey/beige - Wood floor: Standard Rosewood 80868 - Rollers: whitespare 3% - Blackout: Off white roller - Door: color Noce 1841 (present a bigger sample to Elizabeth) - Doors with frames as the ones saw in Mac Donalds, and painted in a color similar to the door's wood. - Vinyl: color white model from MK with design Decotile - We will paint some walls in each space with colors, this will be defined later (will not affect the budget).	R		
B2		• Electricity and structured wiring: - Move electric point for printer to new position in wall, and add new points for printers in new custom made furniture outside IT. - Points 10,18 to 10, 22: do not consider them. The model of UPS does not need those. - In training and conference room: in each1 line of lights to be with dimmers. We must change the light fixtures proposed to ones that can be dimmerized. - Dedicated, one separate circuit - Wifi: move the one in reception to the conference room - IT room: with ceiling, with the AC equipment outside the room (preventing leaks) - Change number of racks to 1 (adjust other equipment for 1 rack) - Doubled slided vertical cable: 4	N/I		
B3		- Screen: propose a bigger one.		Contract	
B4		• Air conditioning: - 6 thermostats (2 in open plan, the other in each space)	I		
B5		• Security: - In the IT a simple lock - In reception a button to activate the door			
B6		• Custom made furniture: - Reception furniture: propose one, in wood and white - Kitchen furniture: color white - Include in the budget paper waists for each person.			
B7		• Furniture: - Client prefers the "option" line, in color "ceniza". - For training: include tray for cabling			

		- Conference table: with lift tops for cabling as in "Mac Donalds". - Chairs: Brain model (from Bash).			
B8		• Various: - Check the insurance with NI contract. - Include film on glass entrance door (NI will send example photograph or design). - NI will send guide of use of logo			
C.- Next Steps					
C1		• Contract will present to NI on day 14th the adjustment of the layout and budget according to the changes and specifications discussed. • Contract will study NI's contract, and send comments on the 14th so that NI can revise it (our goal is to have it approved by Thursday) • Thursday 16th we must have approval to make the purchase at Options (in order to have it on time for the delivery date 29/10).		Contract	14-08

5. NEXT MEETING

DATE	TIME:			
LOCATION				
TYPE				
SUBJECT				
ASSISTANTS				
CONTRACT				
CLIENTE				

NOTE: This report reflects the understanding and conclusions reached by the participants carried out at the meeting referred to above. It is requested that if you have any comments that differ from those here expressed communicate it within 48 hrs. of reception.