

Redactada por: Carolina Capouyá

CATALENT MINUTA 08

FECHA 05/09/12

LUGAR Call Conference

CLIENTE CATALENT

OBRA WTC FZ, piso 4, ofic 406+407

Empresa

Catalent

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Integrantes

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Contract

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TEMA

DEFINIDO

Light motion sensors and timers	Motion sensors will be installed in the reception area, coffee room, meeting rooms and copy area. The timers program the turning on/off of all the lights - simultaneously the motion sensors are operative. That is, if there is no motion during the period programmed, the lights will be off. The system can be manually operated through the light switches. When the light switch is on it fixes the lights by deactivating the motion sensors. When the light switches are off, the motion sensors command the system. Sensors are strongly not recommended in the open office and in private offices. Timers will automatically regulate the ON period. APPROVED
Glass partitions and doors	Crystal dividing screen full height. APPROVED
White glass paneling.	Full height and full width in both private offices will be priced. It is feasible.
Intercom	The intercoms that the access control provider can supply are not compatible with the integrated door opening and telephony system. Therefore, it must be provided by the telephony supplier Catalent hires. This must be defined by Catalent ASAP in order to coordinate works with them and avoid delays in the timing. APPROVED
Filing cabinets	Two filing high cabinets will be priced. The upper part of them will have adjustable shelving. APPROVED
Vynils on glass	Colors will be the closest matching Catalent's color palette choosing from the range of shades in the market.
HVAC automation	The 4 AA units in the office can be independently programmed from Monday to Sunday (temperature, hours, days). They can also be manually operated from the thermostat. The system doesn't restart automatically after an energy shutdown. It must be manually activated. This won't put the wall rack at risk. APPROVED

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TEMA	NOTAS	TAREA	ASIGNADO	FECHA LÍMITE
Telephony	Works must be coordinated on schedule.	Provide information about company hired.	Catalent	ASAP
Special color on walls		Approve the color sample on site.	Catalent	Next week. To be confirmed.
Vynil design on entrance wall	Pictures on walls.	Receive information about the size and number of pictures to be hanged. Work out a solution that allows coexistence of vynils and pictures.	Catalent / Contract	
Additional II		Adjust quote according to what was discussed.	Contract	Next week (we depend on our providers)

Esta minuta refleja el entendimiento y conclusiones alcanzadas por los asistentes llevadas a cabo durante la junta arriba citada. Se solicita que en el caso de tener cualquier comentario que difiera de lo expresado lo comuniquen por escrito dentro de las 48 hs de recibida la presente, caso contrario se dará por conformada. Se envían copias a todos los presentes en la reunión.