

PROJECT MEETING REPORT

N° 5

1. MEETING INFORMATION

CLIENT	NATIONAL INSTRUMENTS			
PROJECT	OFFICE EDIFICIO LAS ARTES			
DATE	12-09-12	Start 14:30	Finish 15:30	
LOCATION	Edificio Las Artes, torre 6, of 304			
TYPE	Work progress analysis and pending definitions			
ASSISTANTS				
CONTRACT	1. Verónica Tarigo 2. Mauricio Garrido			
NATIONAL INSTRUMENTS	1. Elizabeth Arriagada			

2. OBJECTIVE

GENERAL OBJECTIVE	Work progress analysis on site
TOPICS	A.- Review progress on site B.- Definitions and requirements

3. NOMENCLATURE

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

4. ACUERDOS Y CONTENIDOS

ITEM	DATE	DETAIL	STATUS	RESPONSIBLE	FINAL DATE
A.- Delivery					
A1	12-09	We made a tour through the office and saw the progress of works:			
A2		Gypsum walls have been constructed, including the ones of the bathrooms.			
A3		- Electrical cabling in walls has been made. - Sanitary pipes have been made in bathrooms			
A4		Air conditioning equipment has been placed on roof.			
A5		Ceiling structure has started in reception area.			
B.- Definitions and requirements					

B1	12-09	Contract brings the sofa's fabric sample to show Elizabeth so she can see the color chosen by NI. We study the color scheme NI delivered, looking at the walls and pillars that will have color.			
B8		We have pending choosing the color that will match with the sofas color. Elizabeth will talk with Rodrigo Riquelme, explaining the color scheme.			

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.