

PROJECT MEETING REPORT

N° 6

1. MEETING INFORMATION

CLIENT	NATIONAL INSTRUMENTS			
PROJECT	OFFICE EDIFICIO LAS ARTES			
DATE	26-09-12	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 3. Carlos López			
NATIONAL INSTRUMENTS	1. Rodrigo Riquelme 2. 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. CONTENTS AND AGREEMENTS

ITEM	DATE	DETAIL	STATUS	RESPONSIBLE	FINAL DATE
A.- Review progress on site					
A1	27-09	We made a tour through the office and saw the progress of works. Attached is the gantt chart indicating the works planned for this week.			
A2		Air conditioning: Works in ducts and pipes			
A3		Electrical : Progress in cabling in walls, illumination cablings, and installation of trays in ceiling.			
A4		Walls: Works in gypsum walls preparation.			
B.- Definitions and requirements					

B1	27-09	- Contract presents an additional for installing a board and it's structure outside the IT room, in the open plan, next to Rodrigo's place. - Attached is Additional 1, considering a glass board and it's structure. - Contract needs NI approval of this item to consider its reinforced structure inside the gypsum board panel.			
B2		NI asks Contract to consider the installation and supply of supports for the TVs. Contract will make a budget for including these items in our works.			
B3		Contract will make a presentation with the colors, fabrics and materials, for NI to decide the final look of the office and define the design of the special furniture.			

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.