

INFORME DE REUNIÓN

Nº26

1. ANTECEDENTES DE LA REUNIÓN

CLIENTE	CATERPILLAR			
PROYECTO	HABILITACIÓN OFICINAS CATERPILLAR			
FECHA	Fecha 23-01-13	Inicio 9:00	Termino 12:30	
LUGAR	Oficinas Caterpillar, Ed. Birmann			
TIPO	Project Furniture, finishes, budget			
ASISTENTES				
CONTRACT	1. Claudia Quintana 2. Alejandro Castillo 3. Barbara Mac Cawley			
CATERPILLAR	1. Suzan Gibbs			
MAUDE GROUP	1. Sarah Hieber 2. Joe Maude			

2. OBJETIVOS Y TABLA

OBJETIVOS GENERALES	Project Details
TEMAS A TRATAR	A.- Furniture B.- Finishes C.- Other items D.- Maude Group E.- Visit Enaex

3. NOMENCLATURA ESTADO

NUEVO: **N**

RESUELTO: **R**

PENDIENTE: **P**

INFORMATIVO: **I**

PERMANENTE: **PER**

4. ACUERDOS Y CONTENIDOS

TEMA	FECHA ORIGINAL	DETALLE	ESTADO	RESPONSABLE	FECHA ENTREGA
A.- Furniture					
A1	23/01	Meeting room next to Suzan Gibbs should be sofa lounge + table, costum made. Not steecase.	I	Caterpillar Suzan Gibbs	
A2	23/01	Executive Office – Put as optional in wood. Leave budget in laminate.	I	Caterpillar Suzan Gibbs	

A3	23/01	○ Informal seating vs Normal seating for half area of cafeteria.	I	Caterpillar Suzan Gibbs	25/01
B.- Finishes validations with CAT					
B1	23/01	○ Wood floor- for reception area only American Walnut from ATIKA	I	Contract	
B2	23/01	○ Porcelanato reception Wall – Tivoli Blanco from MK	I	Contract	
B3	23/01	○ Vinil – Pav for Cafeteria & kitchenette. Contract will send the sample.	P	Contract Claudia Quintana	24/01
B4	23/01	○ Wall Paper – Pin Point, sesame color.	I	Contract	
B5	23/01	○ Doors – Plastic Laminate Grey Oak or Brown Oak	I	Contract	
B6	23/01	○ Finishes for Seating for Gionone Sofas Contract will send the sample.	P	Contract Claudia Quintana	30/01
C.- General					
C1	23/01	○ TV LED in meeting rooms for 6/8 & 10	I	Caterpillar Suzan Gibbs	
C2	23/01	○ Board room- Proyector (with elevator), 65 LED TV, screen, 2 speakers, & pad control	I	Caterpillar Suzan Gibbs	
C3	23/01	○ Dimmer for lights if possible in meeeting rooms	I	Caterpillar Suzan Gibbs	
C4	23/01	○ Meeting room with sofa lounge, consider only cabling and not TV LED	I	Caterpillar Suzan Gibbs	
C5	23/01	○ Coffee suplier – Cat will look for the supplier and tell the requirements for making vending machines work.	P	Caterpillar Suzan Gibbs	30/01
C6	23/01	○ Frigobar & Nesspresso - consider only in Floor 14	I	Caterpillar Suzan Gibbs	
C7	23/01	○ Hot water only in Cafeteria. Consider optional price for hot electrical water in faucet of bathrooms.	I	Caterpillar Suzan Gibbs	
C8	23/01	○ Consider 3 Microwaves for cafeteria. Budget has only 2.	I	Caterpillar Suzan Gibbs	
D.- Maude Group					
D1	23/01	○ Recomendations of different options for lighting from Led Studio.cl	P	Maude Group	28/01
D2	23/01	○ Alingments for stairway design.	P	Maude Group	28/01
D3	23/01	○ No wall washer, Ambient light should achieve enough light to bring to the	I	Maude Group	28/01

		walls			
D4	23/01	Send final chirs, sofa selection as selected finishes.	P	Contract Claudia Quintana	24/01
E.- Enaex Vsit					
E1	23/01	Send final chirs, sofa selection as selected finishes.	I	Caterpillar Suzan Gibbs	

5. PROXIMA REUNIÓN

FECHA	A definir	Inicio:A definir	Termino: A definir	Duración: A definir
LUGAR				
TIPO				
TABLA				
ASISTENTES				
CONTRACT				
CLIENTE				

NOTA: 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 hrs. de recibida la presente, caso contrario se dará por conformada. Se envía copias a todos los presentes en la reunión.