

Project	GBT – Buenos Aries, Alem 518	Date	Dec 08, '15	Time	11:00–12:00
Minute No.	10	Location	ARCADIS Office - NYC		
Created By	Ray Plummer	PM	Ray Plummer / Jorge Bernal		
Minutes Issued	Dec 14, 2015				

Name	Company	Present	Send	Contact	Email
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Please Note

Minutes are listed by meeting / topic / point – i.e. 2.3.4 = second meeting / third topic / fourth discussion point. Minutes will remain on the list until such time as the issue has been closed out.

New meeting minutes are listed in BLUE - Minutes from previous meetings are listed in BLACK

	AGENDA	Task By:	Due Date
10.1	SAFETY MOMENT		
10.1.1	Safety Moment: Driving & walking through flooded areas: It only takes 30cm of fast moving water to wash a car down a road. If you see water flooding a road – don't drive across – you cannot see the road condition and it is dangerous. Your life is more important than getting across or down the road.	Note	

10.2	GENERAL		
7.2.8	Existing ceiling grid in poor condition: Joe to confirm if storing	Joe	15 Dec
10.2.1	Kristyna was on site Monday & Tuesday. See report. - Even though it was a holiday, GC had painters and tapers working on site. - All framing has been completed for glass walls & doors. - Raised floor done - GC on track for completion by Dec. 23rd. - Interior Forma must confirm furniture delivery & installation	Note	
10.2.2	Next visit to be: - Dec. 21/22 – during carpet/furniture installation - Jan 11-12 or Jan 18-19 depending on late furniture installation (chairs, pedestals...)	Note	
10.2.3	All paint for accent walls has been matched	Note	
10.2.4	Dec. 18 th – Glass partitions / walls to be installed	Note	
10.2.5	Carpet delivery and installation: GC confirmed will start by Dec. 14 th . Floor leveling has started already.	Note	
10.2.6	Furniture installation to be Dec. 21 st – 23 rd – GC to double confirm	Maria	15 Dec
10.2.7	Security equipment in IT Racks – To be in Racks 4 or 5 per e-mail	Note	

10.2.8	LAN is up and working with connectivity (Gustavo has been able to send e-mails and IMI's and stated "We have a very nice LAN Room in BA")	Note	
10.2.9	Vacations: Joe – Only taking Dec. 25 th & Jan 1 st off. Ray – Off from Dec. 21 st – 25 th	Note	

10.3	PERMITS		
7.3.2	Commercial Registration to be taken care of by GBT local. Fernando understands and will do (local Cert. of Occupancy) Amitrano & Asociados - Architects: arqamitrano@ciudad.com.ar Update needed	GBT	15 Dec
10.3.1	GC will need to provide final "As-Built" drawings in CAD & PDF	Maria	4 Jan
10.3.2	Need LL approval in writing	Maria	15 Dec

10.4	PROCUREMENT		
10.4.1	AV – No overhead projectors, only LCDs Based on room sizes, Jorge to propose LCD sizes	Jorge	15 Dec
10.4.2	Accessories to be proposed	Jorge	15 Dec

10.5	DESIGN		
7.5.2	AV to be confirmed.	Joe/ Jorge	15 Dec
8.5.1	Reception desk has been reduced from 5'10" to 5' wide. Joe confirmed.	Note	
10.5.1	Glass Front Film – Confirmed Option 1	Note	
10.5.2	Logo at Reception: To be MDF w/ lacquer (better quality & shorter lead time) – Forward to Joe for approval	Maria	15 Dec

10.6	SCHEDULE		
2.6.1	Office must be done by end of year	Note	
10.6.1	Schedule Confirmation: Carpet: Complete by Dec. 20 th Furniture Installation: Dec. 21 st – 23 rd Cabling (IT / Power): Dec. 23 rd – 31 st Cable Testing: Dec. 31 st – Jan 4 th Staff Move from Cordoba to Alem: Jan 8 th (over weekend) GO LIVE: Jan 11 th	Note	

10.7	CONSTRUCTION		
10.7.1	See photo report from Kristyna	Note	

10.8	COMMERCIAL		
4.8.2	Need projected cash flow for whole project –	Maria	15 Dec
10.8.1	Confirmed GC was paid on Monday	Note	

10.9	OTHER ITEMS		
8.9.1	N/A		

10.10	NEXT MEETINGS		
10.10.1	Weekly Project Meeting – Tuesdays @ 11am	Note	

10.11	ACTION ITEMS – RECAP		
7.2.8	Existing ceiling grid in poor condition: Joe to confirm if storing	Joe	15 Dec
7.3.2	Commercial Registration update	GBT	15 Dec
7.5.2	AV to be confirmed.	Joe/ Jorge	15 Dec
10.4.1	AV – No overhead projectors, only LCDs Based on room sizes, Jorge to propose LCD sizes	Jorge	15 Dec
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