

MEETING ROSTER:

*** Attended Meeting**

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DISTRIBUTION DATE: June 3rd, 2016

MEETING LOCATION:

<https://bluejeans.com/734275625?src=calendarLink&g=mfwwcztbvqwiqddn5xhi4tbmn2c4y3pnuxgc4q=>

NEXT MEETING: Wednesday, June 8th - 9:30 BUE time / 2:30 DUTCH time

PURPOSE: Weekly Project update

MINUTES PREPARED BY: Andrea Mafauad, Project Manager, CONTRACT WORKPLACES

** The following minute represents the writer's understanding of the discussion in the meeting. If there are clarifications, discrepancies or omissions, please notify the office of the writer within two (2) business days of the date of distribution.*

** If there are any questions, or comments, please feel free to contact PM Andrea Mafauad.*

ITEM	DISCUSSION	ACTION	TARGET	RESPONSIBLE
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1- INTRO

1.1	Roles and responsibilities of the teams: - Matilde: Booking.com PM, will be the main responsible of the project; - Andrea: CONTRACT PM, on site who will be the main contact for Matilde; - Marco: Booking.com IT, will be responsible for the IT side of the project; - Maxi: Local Booking.com team, will be contributing giving feedback mainly on the way of working locally and confirm local feeling of the design; - Flavia: Office manager, will make sure that the office will be provided by the needed facilities. - Julieta: CONTRACT Designer, project - Fabián: CONTRACT Site Controller, work on site - Darío: CONTRACT Technical Referent.			
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2- SCHEDULE

2.1	Construction agreement signed: 31-May-2016 Contractor start: 8-June-2016 IT Contractor start: TBD IT ROOM ready: TBD Workstations complete (phase 1): 18-July-2016 Conference room complete: TBD Network on-line: TBD Substantial completion: 29-August-2016 Punch list report: 29-August-2016 Construction completion: 12-September-2016 FDOB: 29-August-2016 Closeout Complete: TBD			
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3 - ARCHITECTURAL AND TECHNICAL

3.1	Consultant Selection CONTRACT WORKPLACES			
3.2	Layout - The copy area and informal meeting point need to switch their places. - The carpet design proposal needs to be replaced, creating a new concept.	Update	June 8	Contract
3.3	Materiality - The presentation of materiality was reviewed. - The furniture for little meeting rooms has to be replaced regarding their new identity. - Contract informed that the available stock of carpet tiles is reduced and it does not include all Booking.com colors. - Booking asked for new renders showing the final look & feel. Contract will elaborate them. - The distance between kitchen countertop and bar needs to be reviewed in order to ensure its appropriated functionality and a comfortable circulation. - The board on the wall of theatre area needs to be modified. Contract will submit new proposal. The city profile idea will remain. - Signage and vinyl for glass partitions need to be designed. - The images applied to the walls will be proposed by Contract. Booking.com does not have an "image bank".	Update	June 8	Contract

4 - IT - TECHNOLOGY

4.1	- Marco sent the IT requirements needed for the office. Contract will submit a quotation and suggest a vendor. - The distribution of the floor boxes in the large meeting room will be submitted by Contract. Marco has to validate them and determine which ones will have power and which ones will have power + data.	Update	June 8	Contract Booking.com
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5 - ENGINEERING

5.1	HVAC xxx			
5.2	Plumbing xxx			
5.3	Fire Suppression xxx			
5.4	Electrical & Fire Alarm xxx			

6 - FURNITURE

6.1	Workstations: Selected model: Manual adjustable desks from Actiforce from			
6.2	Large Conference Room Tables Selected model: Scope base from Interieur Forma			
6.3	Chairs Selected model: Diffrient World from Human Scale			
6.5	Other Furniture Contract provided a layout indicating which furniture is new and which is re used.			

7 - MISCELLANEOUS

7.1	Relocation (Move Coordination) Contract will send the logistics plan. Booking.com will validate it.	PLAN	June 8	Contract Booking.com
7.2	Interieur Forma Booking.com will place the purchase next week.	PO	June 8	Booking.com
7.3	Others xxx			