

Meeting Agenda

By:	James Blount, AIA, LEED AP	Date:	4/15/08
Meeting Date:	4/24/08	Project Name:	SUNY University at Buffalo School of Engineering & Applied Sciences
Meeting Time:	8:30AM – 3:30PM	Project No.:	SUCF Proj.No. 30A56 P+W Proj.No. 155051.000
Meeting Location:	224 Bell Hall	Attendees:	<i>See attached sign-in sheet</i>
Next Meeting Date:	5/21/08		

Work Shop / Meeting Agenda - CSE

- Lab/Class, research and smart room planning option review
- Lab/Class casework, furniture & system product option review
- Room & equipment data sheet Q+A

- 8:30-10:30 CSE VSLI Design & Test Lab Workshop II
CSE Optical/Wireless Networking Workshop II
CSE Wireless Network Security/Research Lab Workshop II
- 10:30-12:00 CSE Surgery/Tool set-up Lab Workshop II
CSE Class/Lab Workshop II
- 1:00-2:30 CSE Smart Room Workshop II
- 2:30-3:30 CSE Post workshop II wrap-up

Pre-meeting questions/statements/assumptions;

1. Research and lab/class spaces were all consolidated to 900 nsf modules during the program verification phase. Depending upon the space, some nsf's increased or decreased, re-confirm total space occupancy load.
2. Most of the lab/class and research spaces currently have 24"w. x 72"l. workstations for (2) students. Some groups have requested 24"w. x 48"l workstations for (1) student. Should all groups work with the same 72" long workstation for two students?
3. Should all lab/class spaces be fit-out in a similar manner, even if not requested to remain flexible? (Digital projectors, retracting projection screens, smart boards) or at least engineered adaptable for these systems?
4. Review format of room data / equipment data sheets and bring questions to work session.
5. Review planning options and be prepared to discuss advantages, disadvantages of each during work session.

Meeting Minutes

Items in **bold** are new, items in *italics* are revised.

Item No.	Description	Responsibility / due date	Status
080424.001			

The foregoing constitutes our understanding of matters discussed and conclusions reached. Other participants are requested to review these items and advise the originator in writing of any errors or omissions.