

Meeting Agenda

By:	James Blount, AIA, LEED AP	Date:	5/21/08
Meeting Date:	6/3/08	Project Name:	SUNY University at Buffalo School of Engineering & Applied Sciences
Meeting Time:	See Below	Project No.:	SUCF Proj.No. 30A56 P+W Proj.No. 155051.000
Meeting Location:	414 Bonner Hall	Attendees:	<i>See attached sign-in sheet</i>
Next Meeting Date:	TBD		

Meeting Agenda

- Final detailed planning review / User group sign-off.
- Review - Equipment / Room Data.
- Review – Room engineering criteria.

CSE Departmental Meeting

9:00-10:30 CSE Departmental Headquarters Workshop III
10:30-12:00 CSE Cubs/Cedar Workshop III

EE Departmental Meeting

1:00-2:00 EE Departmental Headquarters Workshop III

Dean's Meeting

2:00-2:30 Deans Suite Workshop III

Common/Shared Space

2:30-3:30 Lecture Hall Workshop III

Wrap-up

3:30-4:00 Administrative Meeting

Pre-meeting questions/statements/assumptions;

1. This is intended to be the final detailed planning meeting.
2. Each group should be prepared to discuss the placement of equipment within each space.
3. Each group should be prepared to discuss any special room criteria requiring special utilities.

Meeting Minutes

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

Item No.	Description	Responsibility / due date	Status
080603.001			

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.