



Project Advisory Team Meeting Minutes

Condit Elementary School

MEETING NO.: 007

LOCATION: Condit Elementary School

DATE / TIME: September 16, 2013, 1:00 pm

ATTENDEES: Dan Greenberg, Principal; Julia Tamm, Parent; Meg Pieri, Faculty; Michelle Driscoll, Faculty; Pegi Newhouse, Parent & Past PTO President; Princess Jenkins, HISD, Facility Planning; Todd Lien, VLK Architects, Design Architect; Niki Manning, VLK Architects, Design Architect; Troi Taylor, TCM, LLC., Project Manager

PURPOSE: This meeting focused on capturing all comments for the Site Specific Educational Specifications for Condit Elementary.

AGENDA ITEMS:

- Review comments to the Room Descriptions for the Site Specific Educational Specifications
- What to expect at the Design Charrette

NOTES:

Discussion

1. The HISD Planner reviewed each modified room description to ensure that all comments were recorded. All corrections were made and are currently under review for approval by the PAT.

Questions

1. Will changes be allowed after the September 16, 2013, due date to submit comments to the room descriptions?
 - a. Yes. Changes will be allowed as necessary. However, in order for the design team to progress the design effort, the PAT is encouraged to make all desired modifications early in the design process.

What to expect at the Design Charrette

1. The next PAT meeting will occur at the Design Charrette which is scheduled for Tuesday and Wednesday, October 1-2, 2013. At the meeting, the design team and the PAT will develop room and departmental relationships and demonstrate various options how the space program fits on the existing site.

ACTION ITEMS:

- 1-001 The Program Manager will submit a milestone schedule overview.

NEXT MEETING: October 1, 2013 at 8:00 am. (Design Charrette at the Children's Museum)

Please review the meeting minutes and submit any changes or corrections to Troi Taylor.
After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Troi Taylor

Program Manager

HISD – Construction & Facility Services

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attachment:

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