



Meeting Minutes

DeBakey High School for Health Professions

MEETING NO.: 004
LOCATION: DeBakey High School for Health Professions
DATE / TIME: July 11, 2013, 5:30 pm
ATTENDEES: Agnes Perry, Principal; Barbara Williams, Faculty; Enrique J. Sirias, PTA; Mary Hayes, Faculty; Bernice Sharkey, Dean; Sam Thompson, Business Manager; Lana Hayes, Library Media Specialist; Chris Saikin, Teacher; Princess Jenkins, HISD – Facilities Planning; Chris Fields, Heery International, Program Manager; Neda Khan, Faculty; Marwa Maharaj, Faculty; Ilba Castro, Faculty
PURPOSE: The purpose of this meeting was to review Space Requirements to resolve square footage for DeBakey High School for Health Professions and to review Draft Site Specific Room Descriptions.

AGENDA ITEMS:

- Review Draft Site Specific Room Descriptions
- What to expect at the next Project Advisory Team Meeting

NOTES:

Discussion

1. Draft Room Description Discussion
 - a. The PAT was divided into small groups to review Draft Room Descriptions from the Site Specific Educational Specifications (Ed. Specs.). The Facilities Planner and Program Manager went from group to group answering questions and hearing concerns.
 - b. The PAT wrote comments on the copies and turned them in to the Facilities Planner. The PAT agreed to review the description more in-depth during the next week and email all comments to HISD.

What to expect next PAT meeting

1. Architect to make 21st Century Learning Spaces Presentation
2. Continue Discussion on Draft Space Requirements
3. Continue Discussion about Draft Room Descriptions

ACTION ITEMS

- 4-01 Document all comments from the Draft Room Description exercise (HISD Facility Planning).
- 4-02 Review Draft Room Descriptions and provide additional comments to Princess Jenkins via email no later than 7/25/13.
(PAT)

NEXT MEETING: August 14, 2013 5:30pm.

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

Sincerely,

Princess Jenkins
Facilities Planner - Facility Planning
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9333

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