



**Project Advisory Team Meeting Minutes 003**

**Eastwood Academy**

**MEETING NO.:** 005

**LOCATION:** Eastwood Academy Library

**DATE / TIME:** May 1, 2014, 3:45 - 5:00PM

**ATTENDEES:** Ruth Bell-de la Garza, EA- Dean of Student; Celeste Conflitti, EA- Teacher; Paula Fendley, EA- Principal; David W Funk, HISD – Facilities Planning; Le Var Lewis, EA- Teacher; Brandi Lira, EA- Instructional Coordinator; Rosemary Lugo, EA- Student; Christie Nugent, EA- Parent; Rodrigo Ortiz, EA- Student; Yvonne Pruneda, EA- Parent; William Solomon, EA- Staff; Zazalleesha Swanson, EA- Teacher; Mike Woods, RGCI – Project Manager

**PURPOSE:** The meeting was held to discuss the upcoming Design Charette.

**AGENDA ITEMS:**

- Preview the charette process
- Final comments of space requirements

**NOTES:**

1. The design charette process was generally discussed:
  - a. The object of the process is to develop a conceptual design which will be the starting basis for design of the facility.
  - b. The charette is an interactive process involving the PAT and architects. Active participation of the PAT is essential to its success.
  - c. The charette will last all day. Snacks and lunch will be provided.
  - d. Possible dates for the charette were discussed. The campus requested either may 26, 27 or 28.
2. A list of any “memorial” projects on the grounds was requested. None were noted.
3. Various components of the educational specification were discussed/confirmed:
  - a. Chemistry learning center:
    - i. The advantages of moveable versus fixed tables were reviewed. Moveable tables were preferred. However, a fixed instructor’s bench was preferred. During development of the detailed design, this will be discussed further.
    - ii. Fume hoods are needed in both labs.
  - b. The large conference room should accommodate 30-40 people for “coffee with the principal” events.
  - c. The use of moveable furniture will be maximized to afford an adaptable facility.

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**ACTION ITEMS:**

1-01 Schedule the design Charette.

**MEETING SCHEDULE:** Next PAT meeting: June, 2014, 3:45 p.m. (pending schedule of the design Charette)

Please review the meeting minutes and submit any changes or corrections to Mike Woods.

After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Mike G. Woods  
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