



**Project Advisory Team Meeting Minutes**

**The High School for Law Enforcement & Criminal Justice**

**MEETING NO.:** 006

**LOCATION:** The High School for Law Enforcement & Criminal Justice

**DATE / TIME:** February 10, 2014, 2:30 - 4:00pm

**ATTENDEES:** Joan Albert, PSP; Patricia Alexander, HSLECJ; Ken Black, PSP; Felicia Bowman, Parent; Schmecka Franklin, HSLECJ; Dave Funk, HISD - Facilities Planning; Josh Hooten, HSLECJ; Elain Lee, Page; Miyanna Kirsey, Student; Michael Martindale, HSLECJ; Carol Mosteit, HSLECJ Principal; Christina Rodriguez, HSLECJ; Albert Wong, HISD-Design; Mike Woods, Rice & Gardner.

**PURPOSE:** The meeting was held to finalize comments to the Educational Specification.

**AGENDA ITEMS:**

- Introductions
- Small group discussion of space requirements.

**NOTES:**

1. Albert Wong, project manager for the HISD-Design group was introduced to the team.
2. Scheduling of the design charette is anticipated for early to mid March. The design charette develops the initial conceptual design for the facility and actively engages the PAT in the design process.
3. The PAT was broken into small groups to review and make final comments to the educational specification documents.

**ACTION ITEMS:**

- 1-01 Distribution of the final draft should occur by the end of the week.
- 1-02 Schedule and distribute a notification for the design charette.

**MEETING SCHEDULE:** Next PAT meeting: March 10, 2014, 2:30 p.m.

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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Attachment:

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