Project Advisory Team Meeting Minutes
The High School for Law Enforcement & Criminal Justice

MEETING NO.: 007
LOCATION: The High School for Law Enforcement & Criminal Justice Library
DATE / TIME: March 10, 2014, 2:30 - 4:00PM
ATTENDEES: Joan Albert, PSP; Patricia Alexander, HSLECJ; Ken Black, PSP; Don Chasteen, HSLECJ; Schmeck Franklin, HSLECJ; Dave Funk, HISD - Facilities Planning; Hector Garman, Student; Josh Hooten, HSLECJ; Miyanna Kirksey, Student; Elaine Lee, PSP; Jon Moreau, B3Ci; Carol Mosteit, HSLECJ Principal; Christina Rodriguez, HSLECJ; Mike Woods, Rice & Gardner;

PURPOSE: The meeting was held to review the educational specification..

AGENDA ITEMS:
- Review of the educational specification draft
- Introduction to the design charrette process.

NOTES:
1. Dave Funk of HISD Planning made a cursory review of the educational specification to orient the PAT with the contents requiring their review.
2. Inclusion of an obstacle course was discussed. It was agreed that a low level obstacle course will be added to the requirements of the site.
3. The design charrette process was outlined by Joan Albert of Page:
   a. The charrette will be held over a 2 day period.
   b. On the morning of the first day Page will lead a session which will site utilization and study rough arrangement of spaces. PAT members will participate in this morning session.
   c. During the afternoon Page will develop the ideas shared in the morning session and prepare documentation for the second day’s session.
   d. The charrette will reconvene for the second day to review the work from the previous day and further develop those concepts. The PAT will interactively participate with Page to create a conceptual design for HSLECJ.
4. Ken Black of Page reviewed the subsequent design process including the participation of the Construction Manager at Risk (CMAR).
ACTION ITEMS:

1-01 PAT members should review the educational specification and submit their comments to Principal Mosteit by the end of the day Wednesday, March 12, 2014.

1-02 Schedule the design charrette.

MEETING SCHEDULE:

Next PAT meeting: April 14, 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: