

# Huckabee

ARCHITECTURE | ENGINEERING | MANAGEMENT

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Meeting No. 3

## Meeting Agenda

## Package 1A & 1B

<b>Project Name:</b>	Project Meeting 3	<b>Date of Meeting:</b>	Wednesday, October 12, 2005
<b>Owner:</b>	Grapevine-Colleyville I.S.D.	<b>Time of Meeting:</b>	3 p.m.
<b>Location:</b>	Grapevine, Texas	<b>Place of Meeting:</b>	Facilities Conference Rm.
<b>Project No:</b>	1550-01 Package		
<b>Subject:</b>	Design Meeting		
<b>Present @ Mtg. :</b>	Paula Barbaroux (GCISD Admin), Scott Monaghan (GCISD Facilities), Darren Clark (GCISD Facilities), Doug Bensen (HA), Corey Wheat (HA), Gary Rademacher (HA)		
<b>Distribution:</b>	<b>Attendees</b>		
<b>Submitted By:</b>	Doug Bensen	<b>Date of Report:</b>	10/5/05

The following summation represents our interpretation of the items discussed at the referenced meeting. Any persons desiring to comment on or correct the minutes are requested to put their comment in writing to the Architect within 10 days of the date of the report. Otherwise the minutes will stand as written.

### RECORD OF PROGRAM MODIFICATIONS:

Item	Items of Discussion	Respons.	Due Date

### PRIOR BUSINESS:

Item	Items of Discussion	Respons.	Due Date
<b>9.26.05-02</b>	<b>PROJECTMATES</b>		
	<ul style="list-style-type: none"> <li>Add Scott Monaghan, Darren Clark, Paula Barbaroux &amp; Jayne King to ProjectMates List for access by Owners representatives.</li> <li>Create file folder for Meeting Minutes</li> <li><b>(Task is complete. Need to set up time with participants to teach them how to use the link.)</b></li> </ul>		Complete 10/12/05
	<ul style="list-style-type: none"> <li>(Scott to provide additional names) <b>Completed. Given to Carol for incorporation.</b></li> </ul>		Complete 10/12/05
<b>9.26.05-04</b>	Create <b>Scope log</b> and form from project meeting minutes	HA	10/5/05
<b>9.26.05-06</b>	Create another set of notebooks for Darren		Complete 10/12/05
<b>9.26.05-07</b>	Create an extra referencecopy of "Google Earth" plans for use in the conference room		Complete 10/12/05
<b>9.26.05-08</b>	<b>Prepare narrative of deliverables and PKO sheet for invoicing</b>	HA	<b>10/12/05</b>
<b>10.5.05-01</b>	<b>ORGANIZATION REVIEW:</b> 1. No additional comments		
<b>10.5.05-02</b>	<b>RFI LOG REVIEW</b>		
a	Reviewed results of RFI's from previous Master Mtg. Generated RFI #8 (Sinks in classrooms) & #9 (Media Retrieval at NCES) <b>(Both reviewed and approved in Master Mtg. Revised RFI log distributed 10/13/05)</b>		
<b>10.5.05-03</b>	<b>PROJECT REVIEW</b>		
a	Reviewed projects:		

**NEW BUSINESS:**

Item	Items of Discussion	Respons.	Due Date
10.12.05-01	ORGANIZATION REVIEW:		
10.12.05-02	CALENDAR REVIEW <b>(Calendar reviewed. Modify Master Mtg dates.</b>		<b>Complete</b>
10.12.05-03	RFI LOG REVIEW See comments above		
10.12.05-04	CODE CITY REVIEWS <b>(Met with City of Grapevine &amp; Colleyville)</b>		
10.12.05-05	DISTRICT WIDE ITEMS		
	<p><b>Reviewed All District Wide items for inclusion into other Projects:</b></p> <ul style="list-style-type: none"> <li>• Item FD1 – GCISD to review scope of work comprehensively prior to allocating “funds” to any particular facility.</li> <li>• Item FD2- same as above for Elem.</li> <li>• Item 396- Renovate field house @GHS. Include into TES. Reallocate funds.</li> <li>• All other items to remain as designated- District Wide under the authority of Facilities</li> </ul>	GCISD Facilities	11/2/05
10.12.05-06	<b>PROJECT REVIEWS</b>		
a	Reviewed projects:		
b	TES: review scope of computer lab relocation and conversion of existing space.		
c	SLES: review gabled end condition		
d	<p>BCES:</p> <ul style="list-style-type: none"> <li>• Realign corridor</li> <li>• Remove extra exit</li> <li>• Review area to program requirements</li> </ul>		
e	<p>NES</p> <ul style="list-style-type: none"> <li>• Traffic Study proposal requested from ITS. Pass consultants directly thru HA</li> </ul>		

**END OF MINUTES**