



## MORE THAN ARCHITECTS

# MEETING MINUTES

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**Project Name:** Treasure Forest Elementary Renovations

**Meeting Date and Time:** 11/08/2018 10:00 AM – 11:30 AM

**Project Number:** 01809-01-01

**Meeting Location:** TFE Conference Room

**Owner:** Spring Branch ISD

**Owner's Designated Representative:** Travis Stanford

**Meeting Description:** TFE PAT #4 – Final Design Meeting **Report Date and Author:** 11/27/2018 – Timothy Barnes

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*By emailing these minutes to the Owner's Designated Representative (ODR), we are requesting approval. Upon approval, Huckabee shall proceed with the understanding that the ODR:*

- *represents he/she is authorized to render decisions for the Owner and the Owner will accept any increases in costs or schedules if decisions change;*
  - *approves all decisions noted (e.g. action to be taken or what is to be specified, added, deleted, changed, etc.) whether the ODR was present or not;*
  - *understands the advantages/disadvantages associated with each decision (e.g. performance, appearance, costs, schedule, risks, maintenance);*
  - *agrees he or she does not need any further technical assistance from Huckabee in understanding or weighing the advantages/disadvantages; and,*
  - *acknowledges all recommendations are based on each professional's understanding of goals, schedule, budget and information available at the time.*
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### Comments below were captured during the final design meeting with the Project Advisory Team (PAT).

#### Part 1: Reviewed Design Meeting Ideas

1. Confirmed priorities to provide natural lighting in collaboration spaces, flexible seating, updated finishes, writable surfaces and educational graphics.
2. Library priorities was confirmed to address the acoustics, provide flexible furniture, update finishes and provide new technology.
3. Other interior areas to include updated finishes, school identity at entry, community engagement, display areas, living room style at main entry and tackable wall surfaces for information.

#### Part 2: Graphics and Materials

1. Huckabee presented graphic option "Wordle" as requested during previous meeting and the selection was acceptable to the PAT.
  - a. Treasure Forest submitted phrasing and words for consideration during a previous meeting
  - b. Huckabee to schedule future meetings to review final graphics with SBISD
2. Huckabee presented the "Natural" color option in a "Pixel" pattern.
3. The PAT was unanimous in approving the material color pallet.
4. Huckabee to proceed with the approved material selection and schedule a future meeting with SBISD P&C to discuss furniture selection.
5. Huckabee concluded with a review of the potential construction schedule for the renovation of Treasure Forest Elementary.

END OF MINUTES

**Huckabee**

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