

Initial Meeting Agenda

Monday June 1st, 2015
11:00am at site

Attended by:
Jennifer Voit
John McCollum, General Manager
The Umauma Experience

Agenda Items: (Programming)

Items needed to provide quote

- Photos
 - Inspect site, current conditions. **I was able to get the photos I needed.**
Inventoried all food equipment
- Scope
 - Client needs:
 - Drawings: plans, elevations, 3d renderings, custom furniture shop drawings?
 - **Reception desk and Sandwich bar**
 - Interior design + space planning: one option or more?
 - Architectural specifications, finishes, lighting, plumbing?
 - Furniture and finishes package?
 - Art and accessories? – **Doesn't look like you need this**
 - All aspects of procurement: ordering, shipping, tracking, consolidation, installation of goods. – **You could save money by doing this this yourselves**
 - project management and scheduling – **You could save money by doing this this yourselves**
 - Signage? **Prefer digital signage with minimal physical signage**
 - **New reception/ check-in desk**
 - **For up to Three employees to use this space**
 - **One Computer, One printer/fax**
 - **One file storage - BFF**
 - **Possible Check-in signage**
 - **All supplies and storage to be hidden from public view**
 - **More lighting needed at work surfaces.**
 - **Transaction counter?**
 - **New sandwich bar**
 - **Two front tables to be replaced with refrigerated display, prep counter space, two PO systems**
 - **Larger TV for digital signage (existing size is 42")**
 - **All supplies and storage to be hidden from public view**
 - **See Sk-100 for equipment and furniture notations of items to remain or replace.**
 - **Possibly more lighting needed**
 - **Retail Area**

- Currently not in scope of work
 - Lanai Areas
 - Currently not in scope of work
- Timeline / schedule
 - Completion date? Potential start date Sep 2015 due to busy season.
- Budget
 - Whole project with construction/ millwork?
 - Design services?
 - To save cost do you want to do purchasing and management yourselves?
- Tell me about your clients
 - Visitors from? Both local and visitors
 - Age, income range- middle class?
 - Family vs singles? Mainly families and groups
- Desired design look + feel
 - Casual Hawaiian? Possibly Tiki style sandwich bar? Owner likes natural materials, finishes, possibly rustic
 - Recycle Boat Wood Furniture Bali Indonesia
 - Inspirational Images? The waterfall, garden
 - Company owner, owns land so the expectation is the company will be at this location long term.
- Examples of my work:
 - Room pages examples
 - Past project binder example
 - Business card and postcards