



Meeting Minutes

Mandarin Chinese Language Immersion Magnet School

MEETING NO.: 006

LOCATION: Mandarin Chinese Language Immersion Magnet School

DATE / TIME: September 12, 2013, 4:00 – 5:00 pm

ATTENDEES: Yi-Ching Wu, Teacher; Chaolin Chang, Principal; Dane Roberts, Assistant Principal; Michael Liu, Teacher; Patricia Butler, Teacher; Angie Chen, Parent; Jill Ward, Teacher; Leslie Culhane, PTO; Paul Alleyne, Parent; Shelia Wilson, S.I.R.; Melissa Turnbaugh, PBK-Architect; Richard Chi, PBK-Architect; David Funk, HISD-Facility Planning; Bob Myers, Heery-Project Manager

PURPOSE: The purpose of this meeting was for final review of programming documents.

AGENDA ITEMS:

- Final Review of Capacity Model
- Final Review of Space Requirements
- Final Review of Room Descriptions

NOTES:

Discussion

1. The Capacity Model was agreed to without modifications.
2. The Space Requirements were agreed to without modifications.
3. The Room Descriptions reviewed and require minor revision. Facility Planning will revise and issue final Room Descriptions.
4. Dave Funk from HISD Facilities Planning will complete the Educational Specification for MCLIM and forward it to PBK on September 16, 2013.

What to Expect Next Project Advisory Team Meeting

1. PBK Presentation of 21st Century Schools.
2. Site visits to existing schools, Humble Middle School and Billy Reagan K-8 Educational Center.

NEXT MEETINGS:

1. September 26, 2013, 9:00 am to 3:00 pm – PAT and Site Visits
2. October 1, 2013, 8:00 am to 11:30 pm, and October 2, 2013, 8:00 am to 3:00 pm – Tentative Dates for Design Charrette

Please review the meeting minutes and submit any changes or corrections to Bob Myers.

After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Bob Myers
Project Manager
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