

# Agenda for Client Meeting #1

## Time & Place

- Friday, Feb 2, 2024, 3:45-4:45 PM
- Chestnut Residence 28th Floor

## Introduction (3:45 - 3:50 PM)

- Introduction order: Akshaya → Warrick → Ken → Ethan → Aileen → Youssef
- Formatter transitions to ask client questions

## Client Questions (3:50 - 4:40 PM)

- **Ken:** In the client statement, Ms. Sukhmani Khaira suggested revamping the wellness room by merging it with the study room. By that, what are you expecting for us to deliver? Is the final result a larger wellness or study room? Or would it be a general purpose room?
  - What are your primary concerns and expectations of the students regarding the redesigned space? Should it be entertainment or zero stimulation?
- **Ethan:** As stated in the client statement, the Wellness Room is currently an under-utilized space at Chestnut. Does this imply that the existing space is not currently known by students due to the lack of publicity? Or is it that the space is currently unsuitable for students seeking mental wellness? Or is it both of these factors that we are attempting to resolve?
- **Aileen:** What is the allocated budget for the project and what is the budget to maintain the new room (per month or year)?
- **Youssef:** What are the restrictions on structural changes that pertain specifically to this building?
- **Akshaya:** Have any steps been taken in the past in an attempt to redesign the wellness room?
- **Warrick:** Are there any particular elements from other wellness spaces that you find appealing? How would you say it meets the goals of being more inviting, calm, and welcoming?
- **Ken:** What is the expected capacity of the new design?
- **Aileen:** What are the logistics behind removing or adding the keycards/locks and how much could we change the process?
  - What is the reasoning behind limiting the wellness room to one hour per day?
  - Do you expect us to reform the process of accessing these rooms?

## Conclusion (4:40 - 4:45 PM)

- Editor summarizes meeting briefly
- PM organizes Client Meeting #2 date
  - Location: Myhal or Chestnut (allow extra 15 mins commute)
  - March 1st, 3:30-5:00
  - March 5th, 12:30-2:30, 5:30-6:30
- CL thanks client for their time