



11815 NE 113th Street, Suite 104
Vancouver, WA 98662
360.601.9858

Project Name: _____
Date: _____

DRAFT Agenda/ Work Plan for Information Gathering and Programming

MEETING #1

Date: _____
Two hours

Attendees: Executive Director/ Board President.
1- Tour of Facility and discuss operations and current situation.
2- Discuss project ideas, goals and objectives.
3- Review Agency organizational structure.

Two hours

Attendees: Executive Team/ Select Board Members.
1- Organizational/ Overview Work session.
-Core Team member roles/ responsibilities-
-Handout and Review Programming Forms.
-Summarize preliminary budgets and schedules-
-Major milestones and completion target.
2- Discuss initial thoughts on any phasing and if any expectations for common and shared building areas-
-Identify any potential tenants to participate at this time.
-Review preliminary shared project budgets- per phase.
-Outline action items for next meeting(s).

MEETING #2

Date: _____
Two hours

Attendees: Executive Team/ Facilities Manager/ Brokers?
1- Initial visit to identified potential sites/ buildings, if relocating.
2- Answer questions about Programming Forms to be completed.
-Outline action items for next meeting(s).

MEETING #3

Date: _____
Two Hours

Attendees: Executive Team/ Facilities Manager
Programming/ Information Gathering Work session-
1- Review issues affecting buildings- Opportunities/Constraints
Is Pre-App Conference required/recommended?
2- Discuss anticipated site constraints/needs/circulations-
identify Opportunities/Constraints
3- Summarize current spaces/staff, areas, uses and adjacencies
4- Outline future spaces, uses, future areas- Opportunities and adjacencies

One Hour

1- Discussion with Facilities/ Operations Staff
2- Identify if any action items required for next meeting



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MEETING #4

Date: _____
Two Hours

Attendees: Executive Team (w/ Engineers/ Select Contractors)
Programming/ Information Gathering Work session

- 1- Review summary notes from previous meeting-
- 2- Discuss any action items and any items not completed in previous meeting.
- 3- Establish image and design guidelines for site and buildings-
Interior and Exterior
- 4- Identify preferred construction type (codes) and level of detail/finish-
- 5- Review and discuss anticipated budget

Two Hour

Discuss specific system needs/ assumptions (w/ select contractors?)

- Mechanical
- Electrical/ Lighting/ Fire Alarms
- Fire Sprinklers
- Phone/ Data/ Security/ Audio-Visual

Half Hour

Review next steps and timeline to complete programming forms and to transition to conceptual design phase, set next meeting