



MEETING 1 AGENDA

Project: **Lemon Grove Middle School Library and Renovation**
Subject: **Kick-off Workshop #1**

Date of Meeting: August 12, 2009
Location of Meeting: Lemon Grove School District

Agenda Items:

1. Identify Key Stakeholders

2. Discuss Goals and Objectives, Budget and Schedule

3. Define Quality in terms of Aesthetics, Durability, Function and Sustainability

4. Define Success

5. Prioritize Needs and Identify Desires ("Wish List")

6. Case Studies Field Trip

Additional Items:

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MEETING 2 AGENDA

Project: **Lemon Grove Middle School Library and Renovation**
Subject: **Value Design Workshop #2**

Date of Meeting: September 10, 2009
Location of Meeting: Lemon Grove Library

Objective:

Develop building program including project goals, space program, and adjacency diagrams based upon first workshop. Schedule tour of case study libraries and complete before third workshop.

Agenda Items:

1. Finalize Key Stakeholders

2. Revisit Goals and Objectives, Budget and Schedule

3. Define Quality in terms of Aesthetics, Durability, Function and Sustainability
 - Distribute scorecards

4. Identify Activity Areas
 - Review desired adjacencies

5. Discuss Site
 - Opportunities and constraints
 - Required parking and circulation

Additional Items:

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WORKSHOP #3 AGENDA

Project: **Lemon Grove Middle School Library and Renovation**
Subject: **Value Design Workshop #3**

Date of Meeting: October 14, 2009
Location of Meeting: TLC, Lemon Grove Middle School

Objective:

Develop building program including space program and adjacency diagrams.

Agenda Items:

1. Review Value Design Score Card results and establish project quality consensus

TOP 3	Architectural Image	BOTTOM 3	Engineering Performance
	Operational Effectiveness		Site Planning / Image
	Operations & Maintenance		Environmental

2. Review site analysis and establish project site

3. Review case study tour; primarily any major PROS or CONS that should be applied to the project

4. Review County branch library standard program and adjacencies and establish project program

- Identify activity areas (both interior and exterior)
- Review desired adjacencies

Additional Items:

Schedule Workshop #4

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WORKSHOP #4 AGENDA

Project: Lemon Grove Middle School Library and Renovation
Subject: Value Design Workshop #4

Date of Meeting: November 18, 2009, 9:00 – 11:00 am
Location of Meeting: Technology Learning Center (Room 10), Lemon Grove Middle School

Objective:

Finalize site plan and program.

Agenda Items:

1. Introduction / Agenda (5 min)
2. Site Opportunities Discussion (20 min)

3. Site Walk (30 min)

4. Site Plan Options (30 min)
 - a. Parking
 - b. Library
5. Program Space Report Review (10 min)

6. Final Stakeholder Group Comments (3 min each)
 - a. Lemon Grove Union School District
 - b. Lemon Grove Middle School
 - c. San Diego County Library
 - d. Lemon Grove Friends of the Library
 - e. Lemon Grove Historical Society
 - f. Lemon Grove Rotary
 - g. City of Lemon Grove / Community-at-Large

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