

## A34 SCHEMATIC DESIGN PHASE MEETING AGENDA

Provided below are the agenda items typically required by the Owner in Schematic Design Phase meetings. Create an agenda for the meeting by using this form or copying and/or modifying appropriate items into another format. Guidance provided in agenda items does not revise the requirements of the Agreement.

### AGENDA

1. **Requirements of Schematic Design Phase** are stated in the Agreement, Designers' Manual, and previous meetings and communications.
2. **Checklist** for Schematic Design Phase Documents
3. **Site analysis** implications
4. **Flood zone** risks and implications
5. **Master plans, land use** including: local zoning, permits, environment, circulation, mass transportation, traffic, parking, telecommunications, utilities, fire, and life safety
6. **Functional relationships**
7. **Visual studies** in diagrammatic form or in model form
8. **Review of design concepts'** fulfillment of program requirements
9. **Selection of a design concept** and completion of Schematic Design
10. **Commissioning** and **SWPPP**
11. **Project schedule**
12. **Space Efficiency and Cost Analysis**
13. **Site usage restrictions** and effects such as noise, vapors, user operation routines and special events, and closures
14. **Existing and project-required utility easements**
15. **Owner's written approval** of the Schematic Design Phase and requirements for further services

END