Engage Ergonomics to Review the Software Laboratory as the Design Layout nears finalization

M&O: Update Teams on 962 Software Lab Progress

Construction Manager - get Felicia up to speed

Send out team-room survey for LOS, Sierra Mechanics and GMS

Complete first new format Design Review

Meet to Review Facilities Charter

Teach Gina how to use Rally

Coordinate with Juanita Aguilar on 962 raised floor work

[Unfinished] Complete EPIC Disband and clear out rooms 1307A/1312

[Unfinished] Update Team Agreement for use of Team Space

Tour Architectural firm's callab space on Feb 11 @ 12:30

Tour other facilities for more ideas for sw labs

Check if a Business Environments tour can be scheduled

Order Sit-Stands, and Whiteboards on March 1st

Determine providers (AVI or Retis) for AV

Create mock-up workspace and collect feedback from the teams

Take pictures of the team room progress for Sprint 3

Take survey on OMP T/M trailers T51/T50/T37

Meet with Julie Kelly-Smith to gather lessons learned - week of January 7

Start creating Team Agreement for use of Team Space

Schedule Design Team Kickoff Meeting

Authorize wireless and provide p/h

Continue EPIC Disband and clear out rooms 1307A/1312

EPIC Disband and clear out rooms 1307A/1312

Take pictures of the team room progress every sprint

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Tour the team room survey for LOS, Sierra Mechanics and GMS

Select and purchase conference room tables, chairs, whiteboards

Determine what type of chair each developer wants and order

[Unfinished] Restaurant

[Unfinished] Furniture Phase 2 - additional RAMSES teams

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Schedule Key Meetings – Sprint 5 (These meetings and topics need to be covered to keep our schedule moving)

[Unfinished] Finalize Team Room Design

Select and purchase conference room tables, chairs, whiteboards

[Continued] Complete Facilities Charter

Put BE Tour info on wiki

[Continued] Furniture Phase 2 - additional RAMSES teams

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Schedule Key Meetings – Sprint 6 (These meetings and topics need to be covered to keep our schedule moving)

Order Skye equipment

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