

Agenda - Minutes

I. Introductions

- Presenters:
 - Asli S Darga, CDFD
 - Don Coffelt, Enterprise Space Strategy (ESS)
 - Jeremy Smith, Enterprise Space Info Mgt (ESIM)
- The rest of the group introduced themselves as they asked their questions.

II. Scope/Project goals

- Context o: Asli D gave a little background of the project. COE Dean's office reached out to CDFD to evaluate all spaces on campus assigned to COE departments to strategize their space use for future.
 - COE space study has no impact on other colleges/departments and their space use.
 - Once this study came up, for efficiency purposes & per Don C's and ESIM team's involvement, Wean Hall was selected to be part of the university's Enterprise Space Strategies (ESS) initiative. With that, the entire building will be surveyed visually and digitally captured by scanning/picturing to validate & extend the university space database. As noted in the notification update, ESIM is a decision-support initiative, and a primary goal is to collect and curate accurate and reliable space-related data so that each college/school/department has the information they need to make informed organizational decisions. The project team that includes representatives from FMCS, ESIM, CDFD, and COE met multiple times to discuss/determine what information is to be collected.
 - According to that, all the data decided to be collected is observation based. Therefore, there will be no interruption to the building system or similar.
 - The team will have walkthroughs and a consultant will provide scanning of the space for digital visualization purposes. Process/Impact section below provides more detail on those.
- ESS Initiative: Jeremy S explained the ESS Initiative.
 - ESS/ESIM joined this effort to learn about space analysis approaches.
 - Understand what data attributes are important to capture about spaces.
 - Learn how a department might analyze their existing spaces for possible efficiency gains.
 - Begin gathering real, actionable data about spaces.
 - ESS/ESIM hope to

- Expand data available about spaces to improve reporting and analytical capabilities within the information/decision-support system currently being implemented.
- Learn how ESS/ESIM can support future space analysis needs.

III. **Process/Impact:** Asli D noted that the study has 2 parts that require access to every space:

- Walkthroughs: Visual surveying of the spaces with the consultants. There is no need to clean up spaces or rearrange. The project team will not move anything or stop/start any systems.
 - Depending on the complexity of space, the duration of each room to be surveyed may take between 5mins-20mins.
- Digital capturing & Visualization: A separate vendor team will scan each space.
 - Depending on the complexity of space, the duration of each room to be surveyed may take between 5mins-60mins.

IV. **Schedule (Tentative):** Both the walkthroughs and digital capturing are tentatively scheduled to start in the week of 12/18. This time is specifically selected as it is the end of semester. Digital capturing team noted that based on the SF to be captured, they expect this to take at least 2 weeks. The project team will send updates to the initial notice with more details of the schedule. That said, due to the nature of the study, there may be adjustments made throughout as needed.

- Start in the week of 12/18
- Continue in the weeks of 1/1 & 1/8 (as needed)

V. **Q&A/Next Steps**

- Q: Who will have access to the data collected?
A: Initially, only ESIM will have access to the data collected. Since it is ESIM's goal to create this database to be used as decision-support tool for space use for colleges/departments, ESIM may provide access to departments/colleges case by case. There will be no broader university-wide access planned. COE will have access to the data only related to their space.
- Q: Will there be a CMU staff accompanying the survey team?
A: Yes, either an ESIM or CDFD team member will walk through the space with the consultants.
- Q: How to access the machine rooms on the 3rd floor of Wean Hall?
A: The project team will coordinate with the relevant staff members. Please watch the notifications that will be sent regarding the details of the schedule.

Similar to that, the project team will coordinate with CCI/NetOps for access to the data rooms.

- Q: Does the study include all the spaces in Wean Hall?
A: For efficiency purposes, ESS would prefer to capture as many spaces as possible. If there is any specific space that is out of reach, it should be brought up to Jeremy S & Asli D. The project team is also happy to work around researchers' schedules or similar to minimize interruptions.
- Q: A portion of the 4th floor (EPP) is under construction. Will that space be surveyed/digitally captured?
A: No, Asli D was already in touch with CDFD PM who manages the renovation. This section will be excluded for now.
- Q: How is ESS initiative expected to be helpful for departments/colleges?
A: Validating the existing space database will provide better space-related base information. With the initiative, this database is anticipated to capture further information about space, which is to support space-related decisions.