

Raw Meeting Notes

Meeting purpose: Review the initial public-space concept and determine whether the project is ready to advance.

Participants represented: Ownership, hotel operations, brand, architecture, interior design, procurement, technology, and construction.

Discussion Notes

- The owner representative asked whether the proposed food-and-beverage expansion would generate enough revenue to justify reducing general lobby seating.
- The owner still wants completion before the summer peak period and asked whether design activities could overlap with early procurement.
- The general manager said the lobby becomes congested during group arrivals and that the current concept may not provide enough queuing space.
- The general manager supports digital arrival options but does not support eliminating conventional service positions.
- Brand advised that the concept requires further review against applicable public-space requirements.
- Brand also requested a clearer explanation of how the concept supports the intended guest experience rather than simply adding technology.
- The interior designer proposed replacing the continuous front desk with smaller service positions and a more residential seating arrangement.
- The architect said the design team needs peak-arrival data, staffing assumptions, and technology requirements before confirming the service-area configuration.
- Technology noted that the proposed digital experience depends on systems and integrations outside the interior-design scope. No technical owner was identified in the meeting.
- The construction manager reported that preliminary field observations suggest undocumented utility routing below the lobby floor.
- Selective investigation may be required, but no one approved

investigative work during the meeting.

- Procurement reported estimated lead times of 18 to 24 weeks for custom millwork and selected decorative lighting concepts.
- Final selections have not been approved.
- The owner requested lower-cost finish alternatives that retain the major design idea.
- The interior designer said premature substitutions could weaken the concept before performance requirements are agreed upon.
- Hotel operations raised concerns about construction noise during breakfast and evening arrival periods.
- The construction manager suggested dividing work into smaller phases but warned that additional phases may increase cost and extend the schedule.
- The team discussed using a temporary check-in location, but the location, duration, technology, staffing, signage, luggage flow, and accessibility were not resolved.
- The architect requested a consolidated list of decisions needed before the next design submission.
- No one explicitly approved the concept.
- The meeting ended because several participants had another call.
- Someone stated that "we seem generally aligned," but no alignment check or vote occurred.
- The next meeting was discussed for approximately two weeks later, but no date was confirmed.