

September 27th, LPOG agenda and meeting minutes

Agenda: *Quick announcements and discussion of furniture needs / wishlist*

Announcements

- The Data Viz Wall group has been officially created and charged. If you'd like to contribute you don't have to be a member, just get in touch with one of them.
 - Matt Gottfried, lead
 - Matt Cooney
 - Polly Nordstrand
 - Chris Bittner
 - Jessy Randall
 - Steve Getty
 - Jane Murphy
- Jenn bought a large number of whiteboard markers to be housed at the Welcome Desk – direct people there if they need whiteboard markers.
- Please remember to clean up after yourself in the 2nd floor kitchenette. We've all seen dishes left dirty in the sink, spilled honey / salad dressing in the fridge, etc.
 - If you're just stashing your lunch, please use the 4th floor breakroom – fridge is much less crowded.
 - **We will get some better cleaning supplies for these rooms and the building in general** – hard to clean up after oneself if there are no nearby supplies
 - Food keeps getting piled next to the QRC – **we need to identify a place for extra food to go.**
- A computer will be moved to the 4th floor so there's a workstation there when the rest of the building is closed.
 - **We will look into creating "printing kiosks" on each floor**

Furniture

- Jenn is working on a floor-by-floor inventory to make clear what furniture we have now compared to what we are supposed to have (paid for and ordered but not yet arrived).
- Architects have been here to look at furniture and how it's being used. They agree we need more furniture particularly on the 2nd and 3rd floors. They are working on some recommendations, which we should hopefully see the week of 10/2.
- We need to create a process for making significant changes in the building and figure that out with the Dean. For example, there are a lot of ideas of how to better use the "printing area" on the first floor by the East doors.
- We could use more storage in the building.
- Jenn is working with Chris Coulter on a process for fixing problems with furniture – best thing to do is make sure Jenn knows.
- Students have said they'd like more "pods" (plastic wrap things on garden level)
- Appx. 6 small chairs from the Garden Level could move up, thanks Jessy!
- We need more whiteboards
 - Some feedback from faculty that classrooms have no spot for a whiteboard, maybe too much room taken by digital screens?

Miscellaneous

- We will meet again once we have Jenn's inventory and the architects recommendations in hand to review them
- LPOG should create a working group to review building usage stats / metrics
- McKinley will create a group around working with data