

# AV NEEDS ANALYSIS/PROGRAM MEETING AGENDA SAMPLE

The AV Program Meeting may include some or all of the items for discussion as noted in this sample agenda. The process may require several meetings to interact with different stakeholder and end-user groups. This agenda should be used in conjunction with the sample AV Program Questions.

## Overview

- A. Project Overview
  - 1. Identify project type
  - 2. Project schedule
  - 3. Identify major project applications required for end users' operations
  - 4. Identify user groups and functions
- B. Identification of owner and end-user vision and style
- C. Differentiation of AV system functionality vs. AV equipment
  - 1. Define expectations of the process
    - What is needed/expected from the design team?
    - What is needed/expected from the owner/user?
    - How will the design team and owner/user communicate?
    - System quality
- D. Technology Trends

## Renew Existing Documents, Facilities and Infrastructure

- A. Review pertinent parts of architectural program
- B. Review any existing AV program information
- C. Tour existing facilities

## Identify User Functions

- A. Existing functions
- B. Anticipated functions

## Identify Overall User Standards and Requirements

- A. Standards
- B. Benchmarks
- C. Known connectivity requirements
- D. Known basic audio-video requirements
- E. Internal tech support availability
- F. ADA and section 508 issues

## Discuss Each Space or Area

- A. Identify each area requiring systems
- B. Space-by-space functional review
  - 1. Functions required for each space
  - 2. Operational requirements (day, night, remote monitoring)
- C. Identification of AV tasks and parameters for each area
  - 1. Identify major equipment requirements (number of images required, room size and seating, conferencing required, audio and video sources)
  - 2. Identify potential impact on infrastructure
    - HVAC
    - Security
    - Electrical
    - Lighting
    - Data/telecom
- D. Owner furnished equipment
- E. Budget issues and priorities

## Conclusion

- A. Identify key individuals and contact information for follow-up
- B. Identify follow-up meetings
- C. Discuss schedule for completion and distribution of report

