

date **April 12, 2011**
to **ACCP**
from **Sasaki Associates**
project name **Babson College Campus Master Plan**
project # **06675.00**
subject **April 13th ACCP Meeting**

The Sasaki team is looking forward to this kick-off meeting with the ACCP on April 13th, and to building a good working relationship with you. For this and future meetings, we will distribute a brief agenda and snapshot of meeting objectives so that we can be efficient with your time.

As way of introduction, members of the Sasaki team are as follows:

Linda Eastley	Managing Principal
Vinicius Gorgati	Design Principal
Caitlyn Clauson	Planner and Project Manager
Suzanne Greenwald	Academic Planner
Nicole Gaenzler	Landscape Architect
Meredith Elbaum	Sustainability Planner
Andy McClurg	Transportation Planner

AGENDA and ANTICIPATED MEETING OUTCOMES

Introductions

- Role of the ACCP related to the Campus Master Plan
- Establish Milestones
- Discuss Which Elements Will Make the Master Plan Successful for the College
 - How can we make this a successful master planning process?
 - What are the three to five most critical issues that the plan needs to address?

Create Master Plan Goals and Principles

- What short and long-term master planning principles would you like to incorporate in the master planning process? These planning principles will resurface throughout the planning process and become critical as we evaluate concept alternatives.

Brief Presentation on Approach (based on presentation at the March 16th interview)

Discussion of Desired Master Plan Tools

- Reports
- Planning Tools
- Design Tools
- Level of Campus and Community Engagement