

## CIVL 460 - Meeting Minutes

**Meeting Number:** 01 – Pre-commencement

**Date:** 2025-09-26

	Attendee	Company	Email
<input checked="" type="checkbox"/>	Rheya Dutkiewicz	CIVL 460 Group E	rheya.dutkiewicz@queensu.ca
<input checked="" type="checkbox"/>	Lily-Anna Girard	CIVL 460 Group E	21lajg@queensu.ca
<input checked="" type="checkbox"/>	Sophia Mariani	CIVL 460 Group E	21sm160@queensu.ca
<input checked="" type="checkbox"/>	Jordan Raftis	CIVL 460 Group E	jordan.raftis@queensu.ca
<input checked="" type="checkbox"/>	Erin Holwell	Entuitive	erin.holwell@entuitive.com
<input checked="" type="checkbox"/>	Hayden Bellows	Entuitive	hayden.bellows@entuitive.com

### ONGOING ACTION ITEMS

Item No.	Actioned By	Description
N/A		<b>2025-09-26:</b> As this was a pre-commencement meeting, there are no ongoing action items.

### NEW ACTION ITEMS

Item No.	Actioned By	Description
<b>1.1</b>	<b>Group E</b>	<b>2025-09-26:</b> Inquired about the general outline/information about the existing building. Entuitive to provide existing structural and architectural drawings. The building is in North York, Toronto and acts as a winter maintenance transport facility. The building itself is bare bones, a combination of structural steel and gauge metal steel, metal siding, and was built in the late 90s/early 2000s. There is currently an ongoing project with the building.
<b>1.2</b>	<b>Group E</b>	<b>2025-09-26:</b> Inquired about performance targets. For energy performance, EnerPHit is the necessary energy standard to meet. The building is a maintenance facility for large trucks and has a large bay door. Entuitive highlighted any methods to accommodate the operation of the actual maintenance building, is important to include
<b>1.3</b>	<b>Group E</b>	<b>2025-09-26:</b> Entuitive's preferred method for communication is email.
<b>1.4</b>	<b>Group E</b>	<b>2025-09-26:</b> Entuitive proposed the potential for bi-weekly or monthly meetings, depending on what's needed for CIVL 460

		deliverables. Friday, October 10 <sup>th</sup> , 2025, at 1000h (EST) is the next scheduled progress meeting.
<b>1.5</b>	<b>Group E</b>	<b>2025-09-26:</b> Group E inquired about potential Software for modelling. In past capstones, groups have used SAP; however, due to Queen's licensing, not all necessary analysis points can be displayed. Now, Group E has been instructed to use Microsoft Excel or hand calculations.
<b>1.6</b>	<b>Group E</b>	<b>2025-09-26:</b> Group E asked about the project budget. Entuitive stated that a formal budget is not set; research should be completed to justify how much of a budget is required.
<b>1.7</b>	<b>Entuitive</b>	<b>2025-09-26:</b> A large portion of the retrofit is mechanical aspects. Including how these additional units will act as structural loads and affect the structure. We are not required to complete sizing but are required to comment on whether additional bracing is required.

**Minutes prepared by:** Rheya Dutkiewicz

**Next meeting:** October 10, 2025, at 1000h (EST) on Microsoft Teams.



## Outlook

## Sustainable Retrofit - Pre-Commencement Meeting Minutes

From Rheya Dutkiewicz <rheya.dutkiewicz@queensu.ca>

**Date** Fri 2025-09-26 7:04 PM

**To** erin.holwell@entuitive.com <erin.holwell@entuitive.com>; hayden.bellows@entuitive.com  
<hayden.bellows@entuitive.com>

Cc Sophia Mariani <21sm160@queensu.ca>; Jordan Raftis <jordan.raftis@queensu.ca>; Lily-Anna Girard <21lajg@queensu.ca>

 1 attachment (59 KB)

Sustainable Retrofit - Meeting Minutes 01 - 20250926.pdf;

Hayden and Erin,

Thank you again for taking the time to meet with the team this morning. Please see the meeting minutes attached for your reference.

We look forward to our next meeting on October 10, 2025. If you have any questions, please reach out.

Thank you,

Rheya Dutkiewicz  
B.A.Sc. Civil Engineering Candidate