Meeting / Gate agenda: Visitor room readiness

Meeting date: September 10, 2026
Time: 10:30-11:00 UTC
Location: Operations meeting room / remote attendance
Chair: David Rodriguez
Recorder: Randy Mosley
Participants: Autumn Green (Reception lead); Matthew Johnson (Meeting host)
Record: COR-515758

Purpose and scope

This agenda prepares Visitor room readiness for discussion on September 10, 2026. Trigger: Visitors arrived for a hosted session but the booked room lacked the equipment or access arrangement described in their invitation. Scope: The review covers room booking details, visitor arrival instructions and the host's readiness check.

Question for the participants: Which requirement was lost between the host's booking and room preparation?

Evidence to review

Source record: visitor booking checklist (SRC-758202). Current evidence: The room was reassigned after a maintenance closure, but visitor directions still named the original floor. Reception was not included in the change notice.

Constraint: The remote participants can join later than the in-person group. Limitation: A room reservation establishes space availability; it does not confirm equipment, guest access or host coverage.

Proposed handling

Proposed handling for discussion: Begin only the activities that do not require remote participation and state the revised sequence.

Corrective work to consider: Update the visitor booking and give reception the revised route and host contact.

Review route

1. Identify the next step: Give remote participants a tested joining time rather than leaving them connected to an empty session.
2. Define the verification evidence: Walk the arrival route from the visitor entrance to the replacement room.
3. Keep the proposal open through September 13, 2026.

Proposed responsibility

Work	Owner	Due for review
Correction and operating arrangement	Matthew Johnson	September 13, 2026
Verification evidence	Autumn Green	September 13, 2026