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Shared Spaces

Huddle Room



FUNCTION

A huddle room is a meeting space designed for collaboration and quick discussions. Its primary function is to facilitate communication among small groups (typically 2 to 6 people) in a private, comfortable setting. The space is designed for impromptu collaboration use, and is not bookable ahead of time.

There are two configurations: formal, with a central table for structured discussions and documentation, and informal, with casual seating to encourage creativity, comfort, and spontaneous brainstorming. These configurations cater to various meeting types, ensuring that each discussion is productive and aligned with the team's goals.



SPATIAL COMPONENTS

- In a formal huddle room, the size and shape of the table can vary based on the room's dimensions and the number of participants.
- The layout of an informal huddle room incorporates lounge seating with occasional and laptop tables.
- Technology integration is key, with power outlets and internet access points readily available for devices.
- Audio-visual equipment, including screens and sound systems, is essential for presentations and video conferencing. Ensure equipment storage is organized, concealed, and easily accessible.
- Consider deck to deck walls for added acoustical privacy, if program allows.

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EXPERIENTIAL QUALITY

A welcoming atmosphere

- The flexibility to host various meeting types, in-person or remote, allows teams to use the space that best suit their needs.
- Adding visual interest to the space can create a more inviting and uplifting environment.

Design for privacy

- Include elements that satisfy visual privacy needs.
- If program does not allow deck to deck walls, incorporate dampening elements for good acoustical performance in the room.

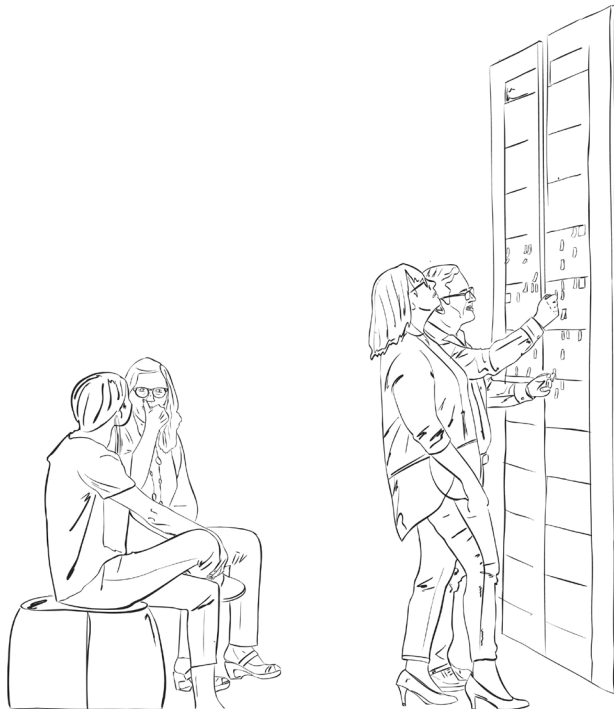
Shared resources

- A huddle room is optimized for teamwork and idea sharing in a more intimate setting compared to larger conference rooms.
- Huddle rooms are strategically placed throughout the workspace, offering easy access for teams.
- Surfaces like whiteboards allow teams to brainstorm, sketch ideas, take notes during discussions, and visualize concepts together.



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**MATERIALITY**

- Use materials that are easily cleaned and disinfected.
- Specify red-list free, sustainable materials.

Floor

- Install durable flooring that withstands renovations and time, such as tiled carpet or resilient options, based on program needs.
- Tiled carpeting can help dampen sound, provide comfort underfoot, and create a feeling of warmth.
- While products that provide extra comfort and sound absorption are ideal, resilient flooring is easy to clean and maintain. Consider the program's needs when specifying.

Wall

- Incorporate accent colors to stimulate creativity and engagement.
- Frosted or laminated glass creates an open feel while maintaining privacy and serves as an availability indicator for rooms.
- Consider acoustic panels, felt, or other wall treatments for added acoustical privacy.

Ceiling

- Distribute light fixtures for ample light to the room and consider glare on work surfaces.
- Acoustic ceiling tiles can help reduce noise reverberation.

**LESSONS LEARNED**

- Natural light boosts productivity and wellness. Use roller or blackout shades to reduce glare and heat, ensuring optimal AV performance while meeting building standards.
- Proper placement of cameras, microphones, and speakers ensures all participants, both in-person and remote, can see and hear each other.
- The space is designed to remain functional and adaptable as technology evolves.
- Consider the protrusion of screens and the layout of the space so these elements are unobtrusive to users.