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|  ASQ <small>AMERICAN SOCIETY FOR QUALITY™</small> |  SECTION 705 LAS VEGAS |  Stellipa Management Process TOTAL QUALITY AWARD <small>2004-05</small> | ASQLV 0705 Agenda / Minutes | Planning Date: 13- Jun-2005 |
| | | | | Recorder: Mark McQueen ASQLV Secretary |

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|-----------------------------------|---------------------------------|
| Meeting Date: 15 June 2005 | Location: Blue Ox Tavern |
| Start Time: ≈1800 Pacific | End Time: ≈2030 Pacific |

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| Requested Attendees: All RSVP'd Members + Speaker or Tour Guide, Additional Attendees and Guests |
| Actual Attendees: From the Attendee Signed Attendance List - Posted on the ASQLV Web Site under Section Events |

| Ref No. | Topic | Lead / Facilitator | Type | Expected Outcome / Minutes | Time (min) |
|-------------------------|------------------------------|--------------------|------|---|------------|
| Required Topics: | | | | | |
| 1 | Members, Guests, and Speaker | Secretary | A | Sign in (print name) on the Meeting Attendance sheet provided | ≈15m |
| 2 | Meet and Greet/Food Orders | Angie | A | From the Blue Ox Menu | ≈15m |
| 3 | Welcome | Chair | I | Greet attendees as they arrive and as a group | On-going |
| 4 | Section Business: | Chair | I/S | Outgoing Chairperson Matt Maio: <ul style="list-style-type: none"> • Gifts for volunteers Incoming Chairperson Colleen Wilson-Pappa: <ul style="list-style-type: none"> • Gavel (gift) for outgoing chair | ≈20m |
| 5 | Speaker Introductions | Program Chair | I | Outgoing and Incoming Chairpersons | ≈5m |
| Planned Topics: | | | | | |
| 6 | Chairperson turn-over | Speakers | P | <ul style="list-style-type: none"> • Business Plan overviews • Ideas for increasing attendance • Why do you attend meetings question to attending members | ≈60m |
| Required Topics: | | | | | |
| 7 | Goodbyes | Chair | A | Thank those in attendance for being with us. | ≈5m |
| Meeting Notes: | | | | | |
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| Ref No. | Topic | Lead / Facilitator | Type | Expected Outcome / Minutes | Time (min) |
|------------|-------|--------------------|------|----------------------------|-------------|
| <u>N/A</u> | | | | | |
| | | | | Total Time | 120m |

Agenda Types: A = Action, D = Decision, I = Information, M = Measurements, P = Program, Rw = Review, Rk = Risk, S = Status, T = Training