

 <b>ASQ</b> <small>AMERICAN SOCIETY FOR QUALITY™</small>	 <b>SECTION 705</b> <b>LAS VEGAS</b>	 <b>Stellipa Management</b> <b>Process</b> <b>TOTAL QUALITY AWARD</b> <small>2004-05</small>	<b>ASQLV 0705</b> <b>Agenda / Minutes</b>	<b>Planning Date: 17- Jul-2005</b>
			<b>Recorder:</b> <b>Mark McQueen</b> <b>ASQLV Secretary</b>	

<b>Meeting Date:</b> 20 July 2005	<b>Location:</b> Blue Ox Tavern
<b>Start Time:</b> ≈1800 Pacific	<b>End Time:</b> ≈2030 Pacific

<b>Requested Attendees:</b> All RSVP'd Members + Speaker or Tour Guide, Additional Attendees and Guests
<b>Actual Attendees:</b> 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)
<b>Required Topics:</b>					
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	Plant tour @ Your Vitamins next month – RSVP required	≈20m
5	Speaker Introduction	Program Chair	I	Marlin Horseman	≈5m
<b>Planned Topics:</b>					
6	Motivational Quality	Speaker	P	Motivational Quality formula page handout; Marlin's book "Breakthrough Methods To Break The Predator Competitor."  Give free to each attendee.	≈60m
<b>Required Topics:</b>					
7	Speaker Presentation: • Certificate and Gift	Chair	A	Present the Certificate and Gift, thanking the speaker for his efforts	≈5m
8	Goodbyes	Chair	A	Thank those in attendance for being with us.	≈5m
<b>Meeting Notes:</b>					

Ref No.	Topic	Lead / Facilitator	Type	Expected Outcome / Minutes	Time (min)
<b>Total Time</b>					<b>125m</b>

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