

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

<b>Meeting Date:</b> 17 August 2005	<b>Location:</b> Your Vitamins
<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	Host	A	Pizza	≈15m
3	Welcome	Chair	I	Greet attendees as they arrive and as a group	On-going
4	Section Business:	Chair	I/S	N/A	0m
5	Speaker Introduction	Program Chair	I	Mario Gervias; chemist/biologist	≈5m
<b>Planned Topics:</b>					
6	Plant Tour	Speaker	P	Your Vitamins <ul style="list-style-type: none"> <li>• FDA Regulated</li> <li>• OSHA</li> <li>• NV Health</li> </ul>	≈60m
<b>Required Topics:</b>					
7	Speaker Presentation: <ul style="list-style-type: none"> <li>• Certificate and Gift</li> </ul>	Chair	A	Present the Certificate and Gift, thanking the speaker for their effort	≈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)
<u>N/A</u>					
				<b>Total Time</b>	<b>105m</b>

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