



**ASQLV 0705  
Agenda / Minutes**

**Planning Date: 17- Sep-2005**

**Recorder:  
Mark McQueen  
ASQLV Secretary**

<b>Meeting Date:</b> 21 September 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	ASQLV and Region 7 Web Site briefs	≈ 20m
5	Speaker Introduction	Program Chair	I	Matt Maio ASQ Regional Director, Region 7	≈ 5m
<b>Planned Topics:</b>					
6	ASQ and You	Speaker	P	Slides posted to the Web Site	≈ 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 efforts	≈ 5m
8	Goodbyes	Chair	A	Thank those in attendance for being with us.	≈ 5m
<b>Meeting Notes:</b>					

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<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