

 <p>AMERICAN SOCIETY FOR QUALITY™</p>		 <p>TOTAL QUALITY AWARD 2004-05</p>	<b>ASQLV 0705</b> <b>Agenda / Minutes</b>	<b>Planning Date: 17- Dec-2005</b>  <b>Recorder:</b> <b>Mark McQueen</b> <b>ASQLV Secretary</b>
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<b>Meeting Date:</b> 21 Dec 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	Carl Wright program info for January and February, 2006	≈20m
5	Speaker Introduction	Program Chair	I	Carl Strauss	≈5m
<b>Planned Topics:</b>					
6	Certification and Re-certifications	Speaker	P	Slides on the Web Site	≈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)
<u>N/A</u>					
				<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