

 <b>ASQ</b> <small>AMERICAN SOCIETY FOR QUALITY™</small>	 <b>SECTION 705</b> <b>LAS VEGAS</b>	 <b>Stella 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: 19-Jul-2006</b>
			<b>Recorder:</b> <b>Mark McQueen</b> <b>ASQLV Secretary</b>	

<b>Meeting Date:</b> 19 July 2006	<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; Executive Committee Meeting	Chair	I/S	Info to members: <ul style="list-style-type: none"> <li>• ASQLV Project Plan</li> <li>• Web Site</li> <li>• September Speaker</li> <li>• Survey on Web Site</li> <li>• Section forms</li> <li>• Job postings and resumes</li> <li>• Marketing and advertising efforts</li> </ul>	≈20m
5	Speaker Introduction	Program Chair	I	Dileep Dandge	≈5m
<b>Planned Topics:</b>					
6	Capability Maturity Model	Speaker	P	Presentation on 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 ASQ Binder, thanking the speaker for their efforts	≈5m
8	Goodbyes	Chair	A	Thank those in attendance for being with us.	≈5m

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<b>Meeting Notes:</b>					
Members were shown a MS Project Plan; Officers and volunteers met before and after the meeting to discuss section business.					
<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