

 <p>AMERICAN SOCIETY FOR QUALITY™</p>		 <p>TOTAL QUALITY AWARD 2004-05</p>	<b>ASQLV 0705 Agenda / Minutes</b>	<b>Planning Date: 15-Aug-2006</b>  <b>Recorder:</b> <b>Mark McQueen</b> <b>ASQLV Secretary</b>
--	---	--	--	--

<b>Meeting Date:</b> 16 August 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	Chair	I/S	Updates to Leadership activities	≈20m
5	Speaker Introduction	Program Chair	I	Joe Finan	≈5m
<b>Planned Topics:</b>					
6	Guess That Product	Speaker	P	Presentation on Web Site – Can Making	≈60m
<b>Required Topics:</b>					
7	Speaker Presentation: • Certificate and Gift	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
<b>Meeting Notes:</b>					
N/A					

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