



**ASQLV 0705
Agenda / Minutes**

Planning Date: 19-Sep-2006

**Recorder:
Mark McQueen
ASQLV Secretary**

Meeting Date: 20 September 2006	Location: Blue Ox Tavern
Start Time: ≈ 1800 Pacific	End Time: ≈ 2030 Pacific

Requested Attendees: All RSVP'd Members + Speaker or Tour Guide, Additional Attendees and Guests
Actual Attendees: 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)
Required Topics:					
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 and Executive Committee discussions off-line	≈ 20m
5	Speaker Introduction	Program Chair	I	Dennis Arter; co-author of How to Audit the Process-Based QMS <i>Dennis R. Arter; John E. (Jack) West; Cianfrani, Charles A.</i> Quality Audits for Improved Performance, Third Edition <i>Dennis R. Arter</i>	≈ 5m
Planned Topics:					
6	Process-based Auditing	Speaker	P	Presentation on Web Site	≈ 60m
Required Topics:					
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
Meeting Notes:					
N/A					

Ref No.	Topic	Lead / Facilitator	Type	Expected Outcome / Minutes	Time (min)
Total Time					125m

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