

			ASQLV 0705 Agenda / Minutes	Planning Date: 14-Nov-2006 Recorder: Mark McQueen ASQLV Secretary
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Meeting Date: 15 November 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	Misc business info and limited executive committee discussion	≈20m
5	Speaker Introduction	Program Chair	I	Mike Carmicheal	≈5m
Planned Topics:					
6	Performance Improvement Activities	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