

 ASQ <small>AMERICAN SOCIETY FOR QUALITY™</small>	 SECTION 705 LAS VEGAS	 Stella Management Process TOTAL QUALITY AWARD <small>2004-05</small>	ASQLV 0705 Agenda / Minutes	Planning Date: 20-Dec-2006
				Recorder: Mark McQueen ASQLV Secretary

Meeting Date: 20 December 2006	Location: Ethel M
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	Host	A	Pizzas	≈15m
3	Welcome	Chair	I	Greet attendees as they arrive and as a group	On-going
4	Section Business	Chair	I/S	Update and new business	≈20m
5	Speaker Introduction	Program Chair	I	Mr. Tassos Metaxas	≈5m
Planned Topics:					
6	Plant Tour, Lights, and Treats!	Speaker	P	Ethel M Chocolates	≈60m
Required Topics:					
7	Speaker Presentation: <ul style="list-style-type: none"> • 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:					

Ref No.	Topic	Lead / Facilitator	Type	Expected Outcome / Minutes	Time (min)
<u>N/A</u>					
				Total Time	125m

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