



**ASQLV 0705  
Agenda / Minutes**

**Planning Date: 20-Dec-2006**

**Recorder:  
Mark McQueen  
ASQLV Secretary**

<b>Meeting Date:</b> 20 December 2006	<b>Location:</b> Ethel M
<b>Start Time:</b> ≈ 1800 Pacific	<b>End Time:</b> ≈ 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)
<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	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
<b>Planned Topics:</b>					
6	Plant Tour, Lights, and Treats!	Speaker	P	Ethel M Chocolates	≈ 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
<b>Meeting Notes:</b>					

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