



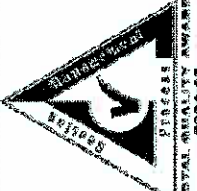
AS about Presentation Slides



ASQ
AMERICAN SOCIETY
FOR QUALITY



SECTION 705
LAS VEGAS



ASQ
PERFORMANCE
EXCELLENCE
TOTAL QUALITY AWARD

ASQLV 0705
Agenda / Minutes

Planning Date: 20-Feb-2007

Recorder:
~~Douglas M. Johnston~~
ASQLV Secretary *MJ*

Meeting Date: 21 February 2007 **Location:** Blue Ox Tavern
Start Time: ≈1730 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)
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	Chairman	I	Greet attendees as they arrive and as a group	On-going
4	Section Business: <ul style="list-style-type: none"> 1) Web Site Operation 2) Web Site Postings <ul style="list-style-type: none"> o Presentations o Attendance o Attendance List new o Expense Report o Business Plan and Operating Budget o Meeting Agenda/Minutes 3) Newsletters 4) Attendance Query 	Chairman	I/S	1) Web Site is working better since the RSS Feeds have been removed -- 95% availability 2) Postings <ul style="list-style-type: none"> • Presentations -- still behind on these but working this • Attendance -- still behind on these but working this • A/L done; this will be scanned for expedience • E/R done • 2006-2007 done • Done 3) Posted the latest and now working one to go out this weekend 4) Goal is to match 2005-2006 (18.16), but we are behind (15.86)	≈10m
5	Speaker Introduction	Program Chair	I	Ms. Michelle Johnston from San Diego, CA.	≈2m
7	Speaker Presentation: <ul style="list-style-type: none"> • Certificate and Gift 	Chairman	A	Certification and ASQ Binder	≈5m

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Planned Topics:					
6	CAPA Systems in the Medical Device Industry - Common Pitfalls and How to Avoid Them	Ms. Michelle Johnston	P		≈15m
Meeting Notes:					
<p>Post in Meeting Planning Checklist ✓</p> <p>Attendee data has of three files - of 1 workbook</p> <p>many worksheets?</p> <p>to large?</p>					
Total Time					

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