

 <b>ASQ</b> <small>AMERICAN SOCIETY FOR QUALITY™</small>	 <b>SECTION 705</b> <b>LAS VEGAS</b>	 <b>Stellipa Management</b> <b>Process</b> <b>TOTAL QUALITY AWARD 2004-05</b>	<h1>ASQLV 0705</h1> <h2>Agenda / Minutes</h2>	<b>Planning Date: 09-Dec-2008</b>
				<b>Recorder:</b> <b>Mark McQueen</b> <b>ASQLV Secretary</b>

<b>Meeting Date:</b> 10 Dec 2008	<b>Location:</b> Chili's
<b>Start Time:</b> ≈1715 Pacific	<b>End Time:</b> ≈1930 Pacific

<b>Requested Attendees:</b> Barbara Ground (chair), Charles van de Putte (vice-chair), Melissa LeBeau (treasurer), Mark McQueen (secretary)
<b>Actual Attendees:</b> Barbara Ground (chair), Charles van de Putte (vice-chair), Melissa LeBeau (treasurer), Mark McQueen (secretary)

Ref No.	Topic	Lead / Facilitator	Type	Expected Outcome / Minutes	Time (min)
<b>Required Topics:</b>					
1	<u>Meeting Opening</u>	Secretary	A	Record attendance, take notes	≈5m
2	<u>Past Meeting Minutes</u>	Secretary	I/S	Review past minutes/business updates✓	≈10m
<b>Planned Topics:</b>					
3	<u>Where we're at</u>	Chairperson	D/I/S	Discussed recent sections events and normal business	
4	<u>Six Sigma</u>	Chairperson	D/I/S	Flavor of the Month; Barbara had asked Charles to attend this conference call with T. Pyzdek (+panel) and speak about this at the next meeting this month	
5	<u>VoC</u>	Chairperson	D/I/S	Looking back into who is doing this? Application from ASQ HQ but required login information?	
6	<u>Next meeting</u>	Chairperson	D/I/S	Holiday party; Memphis Barbeque on Rainbow 18DEC08	
7	<u>Speaker Gifts</u>	Chairperson	D/I/S	In-work	
8	<u>General discussion</u>	Officers	I/S	Round-table	≈10m
<b>Required Topics:</b>					
9	Meeting Close	Chairman	A	Meeting wrap-up	≈5m
<b>Meeting Notes:</b>					
n/a					

Ref No.	Topic	Lead / Facilitator	Type	Expected Outcome / Minutes	Time (min)
<b>Total Time</b>					

**Agenda Types:** A = Action, Dc = Decision, Ds = Discussion, I = Information, M = Measurement, P = Program, Rw = Review, Rk = Risk, S = Status, T = Training

ASQLV Action Item List from this meeting:

Action Item (yyyy_mm_00x):
Action Item (yyyy_mm_00x):
Action Item (yyyy_mm_00x):