



ASQLV 0705 Agenda / Minutes

Planning Date: 15-Jul-2009

Recorder:
Mark McQueen
ASQLV Secretary

Meeting Date: Wednesday July15, 2009	Location: Blue Ox Tavern
Start Time: ≈1800 PST	End Time: ≈2030 PST

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	Planned & Expected Outcome / Minutes	Time (min)
Required Topics:					
1	Members, Guests, and Speaker	Secretary	A/I	Sign in (print name) on the Meeting Attendance sheet provided	≈0m
2	Meet and Greet/Food Orders	Angie	A	From the Blue Ox Menu	≈0m
3	Welcome	Leadership	A/I	Greet attendees as they arrive and as a group	On-going
4	Section Announcements/Business	Secretary & Chairperson	I/S	Info to members: <ul style="list-style-type: none"> • Speakers in-work • Volunteer Introductions • Upcoming section business and requirements (due dates) 	≈0m
5	Speaker Introduction	Program Chair	I	Mark McQueen	≈0m
Planned Topics:					
6	Presentation	Speaker	P	Process Documentation Development	≈0m
Required Topics:					
7	Speaker Acknowledgement	Chairperson	A	Certificate and gift	≈0m
8	Open Forum	Chairperson	I/S	Items brought-up by attendees – n/a	≈0m
9	Meeting Close	Chairperson	A	Meeting wrap-up; thank meeting attendees and server	≈0m
Meeting Notes:					



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	The Rapid Process Definition and Documentation (RPDD) presentation on the ASQLV Web Site closely represents Process Documentation Development model given by the speaker.				
Total Time					≈00m

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):