



# ASQLV 0705 Agenda / Minutes

**Planning Date: 16-Aug-2009**

**Recorder:  
Mark McQueen  
ASQLV Secretary**

<b>Meeting Date:</b> Wednesday, August 19, 2009	<b>Location:</b> Blue Ox Tavern
<b>Start Time:</b> ≈1800 PST	<b>End Time:</b> ≈2030 PST

<b>Requested Attendees:</b> All RSVP'd Members + Speaker or Tour Guide, Additional Attendees and Guests
<b>Actual Attendees:</b> 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)
<b>Required Topics:</b>					
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	<ul style="list-style-type: none"> <li>• Region 7 looking for DRD again from Las Vegas</li> <li>• Service Quality Division Conference here next year; can we help?               <ul style="list-style-type: none"> <li>○ ASQLV had supported this group the last time they were in-town</li> <li>○ A Las Vegas welcome bag was created and distributed to attendees</li> <li>○ An ASQLV Booth was maintained every day of the conference</li> </ul> </li> </ul>	≈0m
5	Speaker Introduction	Program Chair	I	Richard Schlueter	≈0m
<b>Planned Topics:</b>					
6	Presentation	Speaker	P	Quality in Project Management	≈0m
<b>Required Topics:</b>					
7	Speaker Acknowledgement	Chairperson	A	Certificate and gift	≈0m
8	Open Forum	Chairperson	I/S	Items brought-up by attendees – n/a	≈0m



ASQLV Agenda / Minutes 19-Aug-2009

Ref No.	Topic	Lead / Facilitator	Type	Planned & Expected Outcome / Minutes	Time (min)
9	Meeting Close	Chairperson	A	Meeting wrap-up; thank meeting attendees and server	≈0m
<b>Meeting Notes:</b>					
N/A					
<b>Total Time</b>					≈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:

<b>Action Item (yyyy_mm_00x):</b>
<b>Action Item (yyyy_mm_00x):</b>
<b>Action Item (yyyy_mm_00x):</b>