

			<h1>ASQLV 0705 Agenda / Minutes</h1>	<b>Planning Date: 18-Nov-2009</b>  <b>Recorder:</b> <b>Mark McQueen</b> <b>ASQLV Secretary</b>
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<b>Meeting Date:</b> Wednesday November 18, 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 (Emily too?)	≈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	ASQ Global Community Initiative brief; given to attendees and posted to the AQLV Web Site per an item in the 2009-2010 Business Plan Where we are at as a section: <ul style="list-style-type: none"> <li>• Membership levels</li> <li>• Attendance numbers</li> <li>• Meeting Plans</li> </ul>	≈0m
5	Speaker Introduction	Program Chair	I	<b>Speaker:</b> Howard Goldin	≈0m
<b>Planned Topics:</b>					
6	Presentation	Speaker	P	<b>Topic:</b> FMEA	≈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
9	Meeting Close	Chairperson	A	Meeting wrap-up; thank meeting attendees and server	≈0m



ASQLV Agenda / Minutes 18-Nov-2009

Ref No.	Topic	Lead / Facilitator	Type	Planned & Expected Outcome / Minutes	Time (min)
<b>Meeting Notes:</b>					0
See presentation posted on ASQLV Web Site.					
<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>