

SC Technical Team Meeting Agenda / Meeting Minutes

Technical Team: _____ Date: _____

Meeting Location or Phone Bridge information: _____

Members Attending:

Title	Name	Signature (or by "Phone")
Technical Team Sponsor		
Technical Team Chair		
Technical Team Vice Chair		

Name	Signature (or "by Phone")	Name	Signature (or "by Phone")

1. Introduction:

2. Technical Team Work Plan update:

3. Review progress of deliverables generated by the Technical Team:

- a. Process Development Diagrams.
- b. SC Technical manuals and other guidance documents.
- c. Draft specifications.
- d. Report on requests for assistance from SC employees, DES functional units and other interested parties.
- e. Inspection aids and training materials.
- f. Changes to essential equipment list.

- g. Status or proposal of subject area research proposals.
- h. Report on external contacts made or meetings attended.
- i. Share new technical information with the team.
- j. Open discussion.

4. Action Items:

AI Number	Description	Responsible Party	Due Date

Meeting Minutes confirmed by Team

Chair:

Additional comments from Team

Sponsor:

Team Sponsor

signature:

Date:

Post Technical Team Meeting Minutes to SC Technical Team website.