

ELECTRONICS TASK GROUP

TASK GROUP MEETING AGENDA
JANUARY 19TH -21ST , 2004
Fiesta Inn
Tempe, AZ

The Electronics Task Group will be meeting to continue work on developing the checklists to be used for auditing electronics suppliers. The goal of this meeting will be to finalize the checklist for Printed Circuit Boards, to create the auditor criteria, and to complete the checklist for Printed Circuit Assemblies.

Notice 1: This is a draft agenda – we welcome ideas and suggestions for inclusion.
Please contact Judy Herilla - 724-772-1616 extension 8160 for updated information.

Notice 2: Task Group Members - please help us to conserve expenses. We want all information presented electronically in the meeting - all attendees will receive copies of all data presented via e-mail after the meeting. If you are bringing information/documentation to the meeting for distribution, please bring enough copies for all attendees. Unplanned/on-site copy service is expensive and may not be available during meetings. If you would like to forward information to PRI, we will be happy to provide copies. Therefore, please send any information, electronic or hardcopies, no later than January 12th. Judy will organize the material as per the agenda.

MONDAY, January 19th, 2004

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|------------|-----|---|
| 8:00 AM | 1.0 | <i>Opening Comments</i> |
| | 1.1 | Call to Order / Quorum Check |
| | 1.2 | Introductions |
| | 1.3 | Routing of Attendance List |
| | 1.4 | Approval of Previous Meeting Minutes / Review Past Action items |
| 9:45 AM | 2.0 | <i>Review Program Plan</i> |
| 10:15 AM | 3.0 | <i>New Task Group Activities</i> |
| | 3.1 | Discussion of Supplier Lists / Industry Interest |
| | 3.2 | Discuss Auditor Participation in Task Groups |
| | 3.3 | Review / Approve Printed Circuit Board Checklist |
| 12:00 NOON | | LUNCH |
| 1:00 PM | 4.0 | <i>New Task Group Activities (Continued)</i> |
| | 4.1 | Auditor Criteria Creation |
| | 4.2 | Start Assemblies Checklist |
| 4:00 PM | | ADJOURNMENT |

TUESDAY, JANUARY 20th, 2004

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|---------|-----|---|
| 9:00 AM | 4.0 | <i>New Task Group Activities (Continued)</i> |
| | 4.3 | Continue Assemblies Checklist |

ELECTRONICS TASK GROUP

12:00 NOON LUNCH

1:00 PM 4.0 *New Task Group Activities (Continued)*
4.3 Continue Assemblies Checklist

5:00 PM ADJOURNMENT

WEDNESDAY, January 21st, 2004

11:00 AM 4.0 *New Task Group Activities (Continued)*
4.4 Review / Approve Assemblies Checklist

12:00 NOON LUNCH

1:00 PM 5.0 *New Task Group Activities (Continued)*
5.1 Auditor Criteria Modification

3:30 PM 6.0 *Action Item Review / Closing Comments*

3:45 PM 7.0 *Develop Next Meeting Agenda / Date / Location*

5:00 PM ADJOURNMENT