

Meeting Name Nadcap Management Council Steering Committee

Date & Time: Monday, Jan. 19, 2004 8:00 am – 12:00 noon

Location: Fiesta Inn Tempe AZ

Expected Attendees:

NMC Members, SSC Leadership; PRI Management

Purpose:

This meeting is to follow-up on any NMC actions carried over from the NMC meeting or any other issues that have occurred during the week that need the attention of the NMC.

Meeting Agenda

Item Sequence	Agenda Item Description	Presenter	Starting Times
1)	Call meeting to order & record attendance	Arne Logan	8:00 AM
2)	Status of Supplier Support Committee actions from supplier survey (Ref: Action items) Purpose: Report status to plan	Ed Englehard	40
3)	Ethics committee report Purpose: Report status of ethics investigation	John Barrett	20
4)	The issue of language as Nadcap grows globally needs to be address. Purpose: Review and approve project charter	Subcommittee	30
5)	Review actions to complete NMC commitments to PRI Board (Ref: Minutes from January 8 NMC telecon) Purpose: Make sure all issues are understood and being addressed	Persons responsible for each action to report status/issues	30
6)	Metrics Discuss integration of NMC metrics and MOS metrics in one complete "deck" of metrics Purpose: Ensure our management metrics are integrated	Arne Logan	30
7)	NMC role in support of start up task groups Purpose: Decide action to be taken	Arne Logan	20

Meeting Name **NADCAP Management Council Steering Committee**

Date & Time: Monday, October 20, 2003 8:00 am-12:00 noon

8)	Balloting procedure Purpose: Follow-up to October action item	Heather Meyer	20
9)	Process for selecting NMC committee volunteers Purpose: Agree to a process to equitably distribute the NMC workload	Arne Logan	30
10)	Close Meeting		12:00 Noon