

**QAR Team Meeting 5/17/2010**

**Next Meeting – 5/24/2010 at WH2NW “Black Hole” 9:00AM**

First	Last	Organization	Present
Bakul	Banerjee	CD	X
Frank	Cesarano	BSS	X
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	X
Tom	King	QAE	X
John	Martzel	QAE	
Tim	Miller	ES&H	
Kurt	Mohr	QAE	X
Susan	Rahimpour	QAE	X
Kurt	Riesselman	COMM	
Jim	Rife	TD	X
Don	Rohde	AD	X
Keith	Schuh	PPD	
John	Dawson	ES&H	X
Rod	Walton	FESS	X
Jim	Wollwert	FI	

**Carry Over Items & Task Assignments**

1				
2	Susan, Rod, Tim present guidelines for determining formality of documentation			
3				

Agenda for today

Assurance Council updates: Assurance council reviewed contract requirements and their status.

ES&H updates: N/A

WDRS updates: N/A

BSS updates: N/A

Assessments: TD opening meeting is today. The upcoming AD assessment for power outage recovery may “touch” all divisions. We will try to give a week’s notice if there are persons that need to be interviewed.

Graded Approach update: N/A

**NOTES:**

Guidelines for documentation discussion is postponed due to Tim’s absence.

Jed showed the consolidated assessment list. He requested input from each QAR to further define the list to properly categorize the assessments in the list.

Susan gave an update of the web calendar for assessments. She also accidentally demonstrated what NOT to do to get a virus on your computer.

Tom Gehrke  
Meeting adjourned – duration 60 min