

QA Workgroup Meeting

Date: 3/22/12

Time: 1:30-3:00 PM

Location: Rm 215

Called by: Murage

I. Attendees

Name	Initial	Name	Initial
Burkhard, Bill			
Guy, Don			
Ngatia, Murage			
Pepper, Kelley			
Sakata, Brianne			
Templin, Bill			

II. Agenda Topics

1. Introductions (all) (5 Min)
2. (Task from last meeting) Location of WorkGroup docs is: **S:\MWQP Branch\QA-QC\QA Workgroup**
Note: 'S' is the DES shared drive which may have a different letter on your computer.
3. Mission of the WorkGroup: To increase awareness of the Department's QA/QC policies from managers to field crews (10 Min)
4. Develop Workgroup Meeting Ground Rules: Ideas from Project Management Applications Workshop (10 Min)
5. QC definitions presentation (Bill Burkhard's) (10 Min)
6. ~~Data Quality Objectives presentation~~ Environmental Monitoring QC Framework (Murage) 15 Min
7. Suggestions of future topics for discussion (10 Min)

III. Discussions (20 Min)

IV. Action Items/Assignments (5 Min)

V. Next Meeting _____