

The text below is the suggested format for meeting minutes:

Date:

Time:

Location:

Purpose:

Agenda: To

Attendees: M. White, G. Pile, E. Trakhtenberg, T. Barsz, D. Marsh, R. Pope, A. Volchek, S. Sorshser, L. (I can't remember Lenny's last name)

Conclusions:

Action Items	Responsible person	Date Due
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The action items that I recorded during yesterday's meeting were:

Action Item	Owner	Due Date
Provide revised construction drawings to Hi-Tech	Emil	6/1/07
Provide Meeting minutes to ANL	Alex	6/13/07
Provide photographic records for CAM assemblies similar to what was provided for the undulator assembly to ANL	Hi-Tech	Monthly
Provide list QA issues of to Hi-Tech	T. Barsz	5/31/07
Provide crating requirements to ANL	R. Pope	6/1/07
Provide Control Plan and travelers for CAM Assembly and Girder to ANL	Alex	6/1/07
Provide revised Control Plan to ANL that address issues from T. Barsz	Alex	6/1/07

The Documents that you submitted were very well done but need to be revised before they can be approved. Here's my comments on your documents:

1. The program plan does not include Third level milestones per section 4.4.2.3. of the SOW. Add third level milestones or a statement that third level milestones are not applicable.
2. The Control Plan does not include a step for visual inspection of welds as required by section 4.1.4.2.2 of the SOW.

3. The Employee list does not assign responsibility for maintaining Program Plan, Control Plan and travelers.
4. The Control Plan does not include the Cam procedure
5. The Control Plan does not include receipt inspection of the Girder.
6. Sections 4.1.9.2 & 4.1.9.3 should be added to sequence 40 of Control Plan CP0067.
7. The Control Plan does not include a step for notifying ANL of first article or source inspection fo both the girders and the assemblies.
8. The Control Plan does not include a step to verify ANL approval of first article girder and assembly
9. The Control Plan does not include a step for ANL approval of the shipping container design
10. The Contol Plan should have a step for taking photographs of the completed CAM assemblies
11. The Control Plan should have a step for collecting the required QA documentation. Since there are many documents required by the SOW, you should include a list of what documents are to be collected.
12. The Control Plan should have a step for sending the QA documentation to ANL per section 5.2.3 of the SOW
13. The Control Plan needs to have a step for verifying that “SLAC Purchase Order 54628, line item 1” has been placed on every packing list for shipments to SLAC.
14. The Control Plan should have a step for notifying ANL SLAC upon shipment using the LCLS Shipping Notification form that I sent to Simon.