

EFCOG ISM & QA Working Group Meeting

May 9-11, 2017

Los Alamos National Laboratory, Los Alamos, NM

Software Quality Assurance Agenda

Tuesday, May 9, 2017		
Topic	Time	Location/Presenter
Joint Meeting (see main agenda for breakdown)	8:00 am – 12:00 pm	J. Robert Oppenheimer Study Center (TA-03, Building 207)
Lunch Break	12:00 pm – 1:30 pm	
Welcome and introductions of SQA Task Group Members	1:30 pm – 2:00 pm	Bldg 0433 University House (Conference #: see below)
Review and Discuss SQA Task Group and EFCOG Charter and Roles and Responsibilities	2:00 pm – 2:30 pm	Bldg 0433 University House (Conference #: see below)
Break	2:30 pm – 2:40 pm	
Knowledge Capture – SQA Training Site overviews on SQA training courses and strategies (need volunteers) <ul style="list-style-type: none">• PNNL?• LANL – D’Ann Bretzke• SNL – Jeni Turgeon	2:40 pm – 4:00 pm	Bldg 0433 University House (Conference #: see below)
Daily Wrap-up, Action Item/New Task Review, and Adjournment	4:00 pm – 4:30 pm	Bldg 0433 University House (Conference #: see below)
SQA Task Group Dinner (No Host)	6:00 pm – ???	TBD

Local/LANL number: 606-1220 Toll free number is: 866-880-6515, then enter the appropriate PIN followed by #

SQA Group Conf ID/Pin: **968768#**

Wednesday, May 10, 2017		
Topic	Time	Location
Agenda Review/Update	8:30 am – 9:00 am	Bldg 0433 University House (Conference #: see pg 1)
Firmware Whitepaper Discussion - task team “volunteers” & task break down (joint meeting with Policy & Procedures Sub Group)	9:00 am – 10:00 am	Bldg, Rm - TBD (Conference #: TBD)
Break	10:00 am – 10:10 am	
SMACS Clarification Task Update (SQA-16-03) and Discussion	10:10 am – 11:10 am	Bldg 0433 University House (Conference #: see pg 1)
SQA Task Group Website Task Update (SQA-16-02) and Discussion <ul style="list-style-type: none"> • EFCOG web site • DOE Communication Portal • Other Options 	11:10 am – 12:10 am	Bldg 0433 University House (Conference #: see pg 1)
Lunch Break	12:10 am – 1:30 pm	
SQA Subject Matter Expert Qualifications <ul style="list-style-type: none"> • DOE Requirements for Federal Employees • Site “Qual Card” Requirements <ul style="list-style-type: none"> ○ LANL – Mike Lackner ○ LLNL – Vicki Pope 	1:30 pm – 3:20 pm	Bldg 0433 University House (Conference #: see pg 1)
Break	3:20 pm – 3:30 pm	
Survey of Future Meeting and Telecon Topics <ul style="list-style-type: none"> • Meetings <ul style="list-style-type: none"> ○ Discussion of Safety SW categories ○ Discussion of Safety SW Work Activities (DOE 414, Att 4) • Teleconference Calls <ul style="list-style-type: none"> ○ Tool Reviews ○ Central Registry Participation 	3:30 pm – 4:30 pm	Bldg 0433 University House (Conference #: see pg 1)
Daily Wrap-up, Action Item/New Task Review, and Adjournment	4:30 pm – 5:00 pm	Bldg 0433 University House (Conference #: see pg 1)

Thursday, May 11, 2017		
Topic	Time	Location
Agenda Review/Update	8:30 am – 9:00 am	Bldg 0433 University House (Conference #: see pg 1)
Tool Demo: LANL’s Source Tracker (Presentation by Heather Nordquist)	9:00 am – 9:30 am	Bldg 0433 University House (Conference #: see pg 1)
Audit Survey Task Update (SQA-16-01) and Discussion, including Auditing Protocol Expectations	9:30 am – 10:50 am	Bldg 0433 University House (Conference #: see pg 1)
Break	10:50 am – 11:00 am	
Creation of Audit Task Force (<i>volunteers requested during meeting</i>)	11:00 am – 12:00 pm	Bldg 0433 University House (Conference #: see pg 1)
Wrap-up, Action Item/New Task Review, and Adjournment	12:00 pm – 12:30 pm	Bldg 0433 University House (Conference #: see pg 1)

LANL Site Tour: Start in front of Otowi going by Ashley Pond, Bathtub Row, visit areas of the Lab such as TA-18, TA-55, TA-60, along with other sites.	3:00 pm – 4:30 pm	Meet at Otowi
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