

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 – 11:15 pm	Bldg, Rm - TBD
Lunch Break	11:15 pm – 12:30 pm	
Welcome and introductions of SQA Task Group Members	12:30 pm – 1:00 pm	Bldg, Rm - TBD (Conference #: TBD)
Review and Discuss SQA Task Group and EFCOG Charter and Roles and Responsibilities	1:00 pm – 2:00 pm	Bldg, Rm - TBD (Conference #: TBD)
Break	2:00 pm – 2:10 pm	
Knowledge Capture – SQA Training Site overviews on SQA training courses and strategies (need volunteers) <ul style="list-style-type: none">• PNNL?• INL?• ???	2:10 pm – 4:00 pm	Bldg, Rm - TBD (Conference #: TBD)
Daily Wrap-up, Action Item/New Task Review, and Adjournment	4:00 pm – 4:30 pm	Bldg, Rm - TBD (Conference #: TBD)
SQA Task Group Dinner (No Host)	6:00 pm – ???	TBD

Wednesday, May 10, 2017		
Topic	Time	Location
Agenda Review/Update	8:30 am – 9:00 am	Bldg, Rm - TBD (Conference #: TBD)
SMACS Clarification Task Update (SQA-16-03) and Discussion	9:00 am – 10:00 am	Bldg, Rm - TBD (Conference #: TBD)
Break	10:00 am – 10:10 am	
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 	10:10 am – 11:40 am	Bldg, Rm - TBD (Conference #: TBD)
Lunch Break	11:40 am – 1:00 pm	
SQA Subject Matter Expert Qualifications <ul style="list-style-type: none"> • DOE Requirements for Federal Employees • Site “Qual Card” Requirements (need volunteers) <ul style="list-style-type: none"> ○ LANL – Mike Lackner • Other 	1:00 pm – 2:50 pm	Bldg, Rm - TBD (Conference #: TBD)
Break	2:50 pm – 3:00 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 ○ 	3:00 pm – 4:00 pm	Bldg, Rm - TBD (Conference #: TBD)
Daily Wrap-up, Action Item/New Task Review, and Adjournment	4:00 pm – 4:30 pm	Bldg, Rm - TBD (Conference #: TBD)

Thursday, May 11, 2017		
Topic	Time	Location
Agenda Review/Update	8:30 am – 9:00 am	Bldg, Rm - TBD (Conference #: TBD)
Audit Survey Task Update (SQA-16-01) and Discussion, including Auditing Protocol Expectations	9:00 am – 10:50 am	Bldg, Rm - TBD (Conference #: TBD)
Break	10:50 am – 11:00 am	
Creation of Audit Task Force (<i>need volunteers</i>)	11:00 am – 12:00 pm	Bldg, Rm - TBD (Conference #: TBD)
Wrap-up, Action Item/New Task Review, and Adjournment	12:00 pm – 12:30 pm	Bldg, Rm - TBD (Conference #: TBD)

Possible Additional Topics (as needed): <ul style="list-style-type: none"> • Commercial Grade Dedication for Software (<i>this is being discussed again</i>) • DOE Toolbox Central Registry (<i>how much does the SQA Task Group want to contribute</i>) • 	1:00 pm – 3:00 pm	Bldg, Rm - TBD (Conference #: TBD)
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