Participants included:

Frank McCoy

Leah Stanley

Wilfred Figueroa

Alan Exley

Autar Rampertaap

Chip Lagdon

Glenn Beaumier

John Moon

Mark Cox

Mike Hicks

Terry Hissong

1. Chip Lagdon met with Tony Ermovick and Wilfred Figueroa at the first of the month to further discuss and work on the outline and glossary and review comments. Overall, there was a consensus on the flowchart and outline. Some key takeaways were to add some clarity in areas and also to add specifics on DOE responsibilities to the flowchart.
2. **Everyone is still requested to provide comments on the outline items and the flowchart, and provide any Lessons Learned or Best Practices by the end of next week (July 7th).** A new version of these items with comments incorporated is expected to be distributed by mid-July
3. Input from SWPF start-up and Lessons Learned has been received and will be included in the development of the document. Chip will also be pulling some other historical reports from his files and including that as well.
	1. A strawman document will be in place in time for the September meeting
4. Terry Hissong is taking a first cut at developing a list of references to be added to the document
5. Lori Ross has sent an email requesting a confirmation of attendance for the September meeting so that we can get a final headcount and begin firming up plans. **Please respond to Lori as soon as possible with your final confirmation**.

As scheduled, our next conference call will be 11:00 am EDT Wednesday July 26, 2017.

If you have anything to add to these minutes or clarifications need to be made, please respond to me directly by COB Monday 7/3. We will be entering these minutes into the website library for future reference.

Thank you!

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