

POLICY & PROCEDURES TASK GROUP | FALL 2020 AGENDA

EFCOG QA Working Group Meeting
Virtual/Teleconference



Monday November 9, 2020

Time (EST)	Discussion Topic	Notes [Presenter]
12:00p — 4:30p	• QA/ISM Joint Session	Join WebEx Meeting Password: BSwrMd9c?73 Call-In Number: (415)527-5035 Meeting ID: 199 909 5616

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Tuesday November 10, 2020

Time (EST)	Discussion Topic	Notes [Presenter]
10:30a — 10:45a	<ul style="list-style-type: none"> • Sign-in and Welcome 	Join MS Teams Meeting Call-In Number: (469)373-4740 Conference ID: 667 187 746
10:45a — 11:15a	<ul style="list-style-type: none"> • Introductions • Review Actions • Approve Previous Meeting Minutes • Discuss Share Drive for Group 	[Arrigoni/Verderber]
11:15a — 11:45a	<ul style="list-style-type: none"> • Discuss Project Progress & Direction/Content <ul style="list-style-type: none"> ○ Graded Approach Whitepaper ○ EFCOG Whitepaper Guide ○ Quality Culture Whitepaper ○ Effective Quality Program Checklist ○ Other Project Options • Group vs. Breakout Method for Deliverable Work 	[Group Discussion]
11:45a — 12:30p	<ul style="list-style-type: none"> • Quality Career Guidance Whitepaper <ul style="list-style-type: none"> ○ Discuss & Develop • Lessons Learned <ul style="list-style-type: none"> ○ Program Structure ○ Challenges & Solutions ○ Process Flow & Methods 	[Group Discussion]
12:30p — 1:00p	<i>Lunch</i>	
1:00p — 3:00p	<ul style="list-style-type: none"> • Work & Discussion for Deliverables 	[Group Discussion]
3:00p — 3:15p	<i>Break</i>	
3:15p — 4:30	<ul style="list-style-type: none"> • Work & Discussion on Deliverables <ul style="list-style-type: none"> ○ Continue Development 	[Group Discussion]
4:30p — COB	<ul style="list-style-type: none"> • Questions/Input from Attendees • Summarize Action Items • Close Session 	[Group Discussion]

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Wednesday November 11, 2020

Time (EST)	Discussion Topic	Notes [Presenter]
10:30a — 10:45a	<ul style="list-style-type: none"> • Sign-in and Welcome 	<p>Join MS Teams Meeting</p> <p>Call-In Number: (469)373-4740</p> <p>Conference ID: 667 187 746</p>
10:45a — 11:30a	<ul style="list-style-type: none"> • “QMS in a Box” Presentation & Questions 	[Katie Snapp, Sandia]
10:30a — 12:30p	<ul style="list-style-type: none"> • Discussion on Topics of Interest <ul style="list-style-type: none"> ○ Audit Best Practice ○ Stop Work ○ Quality Program Implementation ○ Requirements Management 	[Group Discussion]
12:30p — 1:00p	<i>Lunch</i>	
1:00p — 3:00p	<ul style="list-style-type: none"> • Finish Discussion for any Topics of Interest from Previous Day 	[Group Discussion]
3:00p — 3:15p	<i>Break</i>	
3:15p — 4:30p	<ul style="list-style-type: none"> • Work & Discussion on Deliverables <ul style="list-style-type: none"> ○ Continue Development 	[Group Discussion]
4:30p — COB	<ul style="list-style-type: none"> • Questions/Input from Attendees • Summarize Action Items • Close Session 	[Group Discussion]

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Thursday November 12, 2020

Time (EST)	Discussion Topic	Notes [Presenter]
10:30a — 10:45a	<ul style="list-style-type: none">• Sign-in and Welcome	Join MS Teams Meeting Call-In Number: (469)373-4740 Conference ID: 667 187 746
10:45a — 11:15a	<ul style="list-style-type: none">• Agenda for Next Session• Future P&P Deliverables• Future Discussion Topics	[Arrigoni]
11:15a — 11:30a	<ul style="list-style-type: none">• Questions/Input from Attendees• Review Action Item Summary's• Close Session	[Arrigoni]
11:30a — 1:00p	<ul style="list-style-type: none">• Work & Discussion on Deliverables<ul style="list-style-type: none">○ Continue Development if Needed	[Group Discussion]
1:00p — COB	<ul style="list-style-type: none">• Questions/Input from Attendees• Summarize Action Items• Close Session	[Group Discussion]