**Announcements and Updates:**

* Fall 2020 Meeting: November 30-December 3, 2020 at NNSS: Las Vegas NV – The Nevada site is looking into rooms that are large enough to offer social distancing if that is still the accepted guidance at the time of the meeting
* Justification for Revision to DOE O 414-Duli Agarwal – contributions from various members were submitted to Duli on June 6
* REVCOM of DOE Guide 414.1-4 Revision-Dui Agarwal – no change
* Toolbox Qualification of RESRAD Code delayed until Summer – unlikely that this will happen this summer
* Job Opportunity at Nevada site, posting to be sent out after the meeting – posting will close on June 18
* DOE Organizational Excellence Blog is now open for contractors and EFCOG members - see slide 5 for how to create an account and access the QA forum hosted by Christian Palay. Vicki added the justification for DOE O 414 update submitted to Duli on June 6 to the General Software Quality Assurance forum
* Debra Sparkman creating a forum on the DOE Organizational Excellence blog for central registry, can post the application, it will be more dynamic and uploads will be easier. Great communication tool.
* Sid Ailes received an award from EFCOG for his contributions to the SQA Task Group at the June 3 annual meeting. Congratulations, Sid!

**Task Group Updates & Discussion:**

* **SQA-18-02: SQA Checklist for Audits** (Pat Auer-leader)

The group has a checklist of questions based on NQA-1-2000 through 2008, Requirements 3, 11, and Sub-Part 2.7. (It does not include the 2009 Addendum.) The group will emphasize in the White Paper that an SQA-SME should always be part of any audit team that must address software. **A draft White Paper was distributed to the EFCOG SQA group for final review. All comments should be returned to Pat (****auer2@llnl.gov****) by June 19, 2020.**

* **SQA-19-07: Definition of Software** (Marylou Apodaca-leader)

An updated and simplified version of a definition was presented to the group. The definition also included examples of software that would be relevant to the definition (see slide 6 in the agenda presentation) Discussion included concern that including “quality affecting” as part of the definition excluded many types of software and opened all software for difference of opinion as to what was included in and meant by “quality affecting”. Inclusion of phrases such as “including firmware” was also discussed. The group felt these qualifying phrases should also be left out since it would be impossible to include all types of software in the definition. The goal of the sub-task was reviewed – a definition that would include more than safety software. Based on this, the majority of members on the WebEx, including Christian Palay, preferred the simpler definition (Software is a set of instructions, data, and/or programs used to operate computers and/or hardware.) **Marylou Apodaca (****marapod@sandia.gov****) will draft a white paper taking discussion from the meeting into account and submit it to the EFCOG SQA group for final review within the next couple of weeks.**

* **SQA-19-04: SQA Strategic Planning** (Nathaniel Hein-leader)

A Task Template has been created for use by the EFCOG SQA group. No white paper or external product will be produced from this sub-task. It will be for internal use only.

* **SQA-19-06: Cloud based Hosted Software** (Russell Swannack-leader)

**Russell (****Russell.swannack@pnnl.gov****) will be sending a draft white paper to the sub-task members for review later today**. Once comments from that review have been resolved and incorporated as appropriate, the final draft will be sent to the larger EFCOG SQA group for review.

* **SQA-19-08: Managing Configurable Devices** (Veronica Camarillo-Morris-leader)

Sub-task on hold, **until we finish the sub-task g**

* **SQA-19-02: Toolbox Qualification** **Streamlining** (Vicki Pope-leader)

The final draft of the white paper was sent out to the larger EFCOG SQA group for review earlier this month. **Comments are due back to Vicki Pope (****pope13@llnl.gov****) by June 25, 2020.**

**DOE O 4141E Task Group: - STILL NEED VOLUNTEERS TO HELP WITH THESE SUB-TASKS**

1. **Better Application to “All” Software**
	1. Pat Auer, LLNL, Leader
	2. Marylou Apodaca, SNL
	3. Veronica Camarillo-Morris, LANL
	4. Stella McKirdy, INL
2. **Current DOE O 414 Pain Points**
	1. **No leader or members in this group**
3. **Software-Relevant DOE Orders**
	1. **Leader Needed**
	2. Annette Coonfield, WRPS
	3. Clyde Armstrong, Tru Project
	4. **More members needed**
4. **Better Definition of Software – DRAFT READY FOR REVIEW (Slide 8 I the Agenda)**
	1. Marylou Apodaca, SNL, Leader
	2. Sid Ailes, Atkins Global
	3. Faith Girolamo, SRS
	4. Cristy Renner, Fluor BWXT
	5. Pat Nakaqawa, CNS/Y-12
	6. Jeni Turgeon, SNL
5. **Definition of Graded Approach**
	1. Lance Abbott, SRS, Co-leader
	2. Jeni Turgeon, SNL, Co-leader
	3. Marylou Apodaca, SNL
	4. **More members needed**
6. **Standard(s) for Software**
	1. **Leader Needed**
	2. Cristy Renner, Fluor BWXT
	3. Dave Thoman, Amentum
	4. **More members needed**

**Next Steps**

Please consider participating on one of the Order 414-related tasks. We will also be looking for someone to lead the groups that do not yet have a leader. Please let Vicki, Teri, and Marylou know which task you would like to join and if you would be willing to lead that task by the next WebEx meeting, currently scheduled for July 15, 2020 at 1:00 pm (PST). Use the fact that this is an opportunity for you to contribute to the direction the Order will change in relation to software as a way to justify participation with your site management.

Create a Box account if you do not already have one. The LLNL IT group excepted the following justification: “I participate in a DOE Complex-wide task group, the Energy Facilities Contractors Group (EFCOG), collaborating on and creating solutions for problems, issues, and consistency related to software and software quality. We are using Box to share information and collaborate on writing white papers and other sub-task products. The Box technology has been vetted by the Argonne National Laboratory’s IT/Cyber group and they are providing maintenance and monitoring of the site.”

**Attendance:**

| **First Name** | **Last Name** | **Site** | **Email** |
| --- | --- | --- | --- |
| Lance | Abbott | SRS | Lance.abbott@srs.gov |
| Marylou | Apodaca | SNL | [marapod@sandia.gov](file:///C%3A%5CUsers%5Cpope13%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C3DN97Y5L%5Cmarapod%40sandia.gov) |
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| Teri | Vincent | CNS | [teri.vincent@cns.doe.gov](file:///C%3A%5CUsers%5Cpope13%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C3DN97Y5L%5Cteri.vincent%40cns.doe.gov) |

If anyone attended this meeting, but does not see their name on the list, please contact Marylou Apodaca (marapod@sandia.gov).

* Chair: Vicki Pope (pope13@llnl.gov)
* Vice Chair: Teri Vincent (teri.vincent@cns.doe.gov)
* Secretary: Marylou Apodaca (marapod@sandia.gov)