**ANSI Compliance Process Definition – Meeting Minutes**

Contents By Date (yyyymmdd)

[Project Document Links 1](#_Toc325701025)

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# Project Document Links

The following files exist in the project zip file if the links are not functioning:

1. Issues Log (Not a Hyperlink – stored in project zipfile with latest date in title)

# 20120524

Start: 14:30 EDT Stop: 15:30 EDT

Attendance Log:

|  |  |  |  |
| --- | --- | --- | --- |
| **Last** | **First** | **Primary Role** | **attending y/n** |
| Brooks | Andy | Internet Operations | y |
| Cerro | Jeff | Chairman | y |
| Fox | Ron | Comptroller | n |
| Ridenour | Bob | Publishing  | n |
| Tellet | David | Technology Lead | y |
| Titcomb | Alan | SPC representative | n |
| Wiegand | Brian | Content  | y |
|  |  |  |  |
| Brown | Pat | Governing board representation | n |
| Boze | Bill | Governing board representation | n |
| Zimmerman | Robert | Governing board representation | y |

Agenda:

* [Website](https://www.sawe.org/dms), and description of project tracking “[zip](file:///C%3A%5CUsers%5Cjcerro%5CDocuments%5CJeff%5Cfile_cabinets%5Csawe%5CG_I_Sessions%5CANSI_accreditation%5CSAWE_ANSI_Practices%5CJourney_into_21st_century_20120521.zip)” files, Readme document. – Cerro
	+ note issues log, file formats,
* Kickoff General Discussion
	+ David Tellet’s [problem description document](file:///C%3A%5CUsers%5Cjcerro%5CDocuments%5CJeff%5Cfile_cabinets%5Csawe%5CG_I_Sessions%5CANSI_accreditation%5CSAWE_ANSI_Practices%5Ctellet_notes5-22-12.pdf) – Tellet
	+ Other Issues
	+ Responsible parties

Minutes:

- Cerro: Reviewed Website content for this project, and how information will be shared.