

**CaER ISO 9000 Implementation Team Meeting**  
**5/13/04**

Attendees:

Cassandra Pitts/CD01  
Wendy Sullivan/CD02  
Lynn Garrison/CD30  
Caroline Wang/CD30  
Gabrall Yeldell/CD40  
Jennifer Simmons/CD60  
Judy Pettus/CD70  
Betty Humphery/CD70

Items Discussed:

ISO Refresher Training: Caroline reviewed the training slides she put together for the refresher training. Org reps should tailor the slides to meet the needs of their department. Insert the Points of Contact list, Document Master List, and Record Retention Schedule into the slides.

Homework for Next Meeting: By next Thursday's meeting, org reps should have reviewed all their documents. Please submit any changes to Caroline before next Thursday. Get your manager to sign off on the review of your documents. Also, at the next meeting we will finalize the training material.

Important Dates:

**MQC:**

May 25

**NQA Triennial Audit:**

June 22 – 26

**Paper Audit:**

July 15, 9:00 – 12:00 (329)

**CaER Internal Audit:**

August 16

Meeting Dates:

May 20, 9:00 in 4200/329

June 17, 9:00 in 4200/329