

**CaER ISO 9000 Implementation Team Meeting**  
**6/5/03**

Attendees:

Carolyn Plank/CD02  
Wendy Sullivan/CD02  
Mack Blackman/CD10  
Pat Schultz/CD20  
Caroline Wang/CD30  
Euba Yeldell/CD40  
Judi Hollingsworth/CD50  
Judy Pettus/CD70  
Betty Humphery/CD70

Items Discussed:

1. CaER Objectives- Everyone should review their organization's objectives and make sure they are correct.
2. MPDs, MPGs – Organizations who have MPDs and MPGs need to review those before the audit.
3. Paper Audit- The follow-up paper audit will be June 12 from 8:30 until 10:00. Org. reps. should review their documents before the paper audit. Caroline plans to invite Annette Tingle to attend to answer questions regarding Record Retention Schedules.

Important Dates:

**Follow-up Paper Audit**

June 12, 2003  
8:30am – 10:00  
Bldg: 4200 Room: 211

**NQA Audit**

June 17-18