

**CaER ISO 9000 Implementation Team Meeting
7/15/04**

Attendees:

Susan Cloud/CD01
Charles Chen/CD02
Maria Hicks/CD03
Mack Blackman/CD10
Pat Schultz/CD20
Caroline Wang/CD30
Betty Humphery/CD70

Items Discussed:

Action Item – Generic Inventory: Caroline explained action item for documents and directives inventory. Each organization should list each of its OWI's within the spreadsheet. Submit to Caroline Wang by 7/15/04.

Caroline Wang: Caroline will be leaving CaER to join QD40 – Software Assurance Group on July 26. Susan Cloud will announce the future ISO Team lead.

Thanks to Caroline for her dedication and hard work on the CaER ISO Implementation Team – you will be missed.

Important Dates:

CaER Internal Audit:
August 16

Meeting Dates:

TBA