

# ELECTRONICS Task Group (ETG) Meeting Agenda

October 19 - 22, 2015

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

|  |  |
| --- | --- |
| **AC7119 Printed Boards** | **AC7119/1 Rigid Printed Boards** |
| **AC7119/2 Flexible & Rigid-Flexible Printed Boards** | **AC7119/3 High Density Interconnect Printed Boards** |
| **AC7120 Circuit Card Assemblies** | **AC7121 Cable & Harness Assemblies** |

The ELECTRONICS Task Group (ETG) covers the following processes:

***Notice 1: All times are approximate and subject to change. Please contact PRI for updated information.***

***Notice 2: At the beginning of each day, the meeting will start with Opening Comments consisting of: Call to Order, Verbal Quorum Check, Introductions (as needed), Routing of the Attendance List (as needed)***

***Notice 3: Please bring your agenda with you to the meeting. Copies will not be available on-site.***

***Best Practices: 1) Start all meetings on time. 2) Follow the agenda. 3) No long-winded discussions***

**Caution: Restricted Export Controlled (e.g. ITAR, EAR) material is prohibited from presentations. It is the responsibility of the presenter to ensure that this material is not included.**

**Presentations should not contain proprietary information without the approval of the organization which owns the information.**

**Any non-Nadcap agenda topics require approval by the Director, Nadcap Program and Aerospace Operations.**

***RECORDING POLICY:***

***Audio or video recording of Nadcap meetings is prohibited unless formal approval is received from all attendees and recorded in the minutes. Violators of this policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting and/or the Nadcap program.***

Monday, OCTOBER 19, 2015

08:00 am

1.0 OPENING COMMENTS (daily)

08:15 am

2.0 SUBSCRIBER DISCUSSION

12:00 pm – 1:00 pm

LUNCH BREAK

1:00 pm

1.0 Opening Comments

1:15 pm

3.0 Review and Accept

3:00 pm

4.0 Jet Printing Update

3:30 pm

5.0 Solder Paste Inspection Survey Results

4:00 pm

6.0 Auditor Conference Report-Out

4:30 pm

7.0 CP TG guest speaker on checklist strategy (slashsheets)

5:00 pm

ADJOURNMENT

Tuesday, OCTOBER 20, 2015

7:00 am – 8:00 am

**Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program

08:00 am

2.0 SUBSCRIBER DISCUSSION (continued)

10:15 am

1.0 Opening Comments

10:30 am

8.0 Review Sub-Team member List

10:45 am

9.0 SSC Meeting Notification

11:00 am

10.0 Smart Checklist Presentation

11:30 am

11.0 NMC TG Chair report-out slide (complete)

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

12.0 Working sessions (7119 slashsheets, 7120 slashsheets, 7121, MSA)

3:30 pm

12.0 Working sessions Report-out

4:30 pm

ADJOURNMENT

5:00 pm – 6:30 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

5:00 pm – 7:00 pm

**NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend.

Wednesday, OCTOBER 21, 2015

8:00 am – 10:00 am

**Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting.

10:30 am

1.0 Opening Comments

10:35 am

13.0 7119 bfrm Comment Resolution

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

14.0 7121 bfrm comment resolution

5:00 pm

ADJOURNMENT

Thursday, OCTOBER 22, 2015

08:00 am

1.0 Opening Comments

08:15 am

15.0 Various Report Outs

09:15 am

16.0 Review subscripter IPC cert requirement survey

10:15 am

17.0 Future Working Session Topics - discussion

10:45 am

18.0 New Business

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

18.0 New Business - continued

4:00 pm

19.0 Meeting Closure Items

5:00 pm

ADJOURNMENT

Monday, OCTOBER 19, 2015

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| 08:00 am | **CLOSED** | 1. OPENING COMMENTS (daily)
	* 1. Call to Order/Verbal Quorum Check
			+ Verify only Subscriber Members are in attendance
			+ Introductions
		2. Safety Information:
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
		5. Review Agenda
 | Richard Rumas |
| 08:15 am | 1. SUBSCRIBER DISCUSSION
	* 1. Items considered sensitive / confidential
		2. Delegation
		3. Technical discussions associated with audit packages
		4. eAuditNet training for new Subscriber voting members (as necessary)
	* OP 1117 & OP 1118 (Observation plan – auditor consistency)
 | Subscribers only |
| 12:00 pm – 1:00 pm |  | LUNCH BREAK |  |
| 1:00 pm | **OPEN** | 1. Opening Comments (daily)
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Safety Information:
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
 | Richard RumasAll Attendees |
| 1:15 pm | 1. Review and Accept
	* 1. Opening presentation
		2. Acceptance of Meeting Minutes
		3. RAIL
		4. Audit Observations / OP 1118 status
		5. Status of Ballots (as applicable)
		6. Sucession Plan (as applicable)
 | Richard RumasAll AttendeesAll AttendeesScott MeyerStaff EngineerAll Attendees |
| 3:00 pm | 1. Jet Printing Update
 | Roy Garside |
| 3:30 pm | 1. Solder Paste Inspection Survey Results
 | Roy Garside |
| 4:00 pm | 1. Auditor Conference Report-Out
 | Scott Meyer |
| 4:30 pm | 1. CP TG guest speaker on checklist strategy (slashsheets)
 | CP TG member |
| 5:00 pm | ADJOURNMENT |  |

Tuesday, OCTOBER 20, 2015

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| 7:00 am – 8:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 08:00 am | **CLOSED** | 1. SUBSCRIBER DISCUSSION (continued)
	* 1. Items considered sensitive / confidential
		2. Delegation
		3. Review Subscriber Matrix
		4. Technical discussions associated with audit packages
		5. eAuditNet training for new Subscriber voting members (as necessary)
		6. Auditor Candidate Test Questions
 | Subscribers only |
| 10:15 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
	* Introductions as necessary
 | Richard Rumas |
| 10:30 am | 1. Review Sub-Team member List
 | All Attendees |
| 10:45 am | 1. Supplier Support Committee (SSC) Meeting Notification
 | Doug Schueller |
| 11:00 am | 1. Smart Checklist Presentation
 | Infomatics |
| 11:30 am | 1. Nadcap Management Council (NMC) TG Chair report-out slide (complete)
 | All Attendees |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 12.0 Working sessions (7119 slashsheets, 7120 slashsheets, 7121, MSA)  | All Attendees |
| 3:30 pm | 12.0 Working sessions Report-out | Leads |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend. |  |

Wednesday, OCTOBER 21, 2015

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |
| --- | --- |
| 8:00 am – 10:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 10:30 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
	* Introductions as necessary
 | Richard Rumas |
| 10:35 am | 1. 7119 bfrm Comment Resolution
 | All Attendees |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. 7121 bfrm comment resolution
 | All Attendees |
| 5:00 pm | ADJOURNMENT |  |

Thursday, OCTOBER 22, 2015

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| 08:00 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
	* Introductions as necessary
 | Richard Rumas |
| 08:15 am | 1. Various Report Outs
	* 1. AQS Liaison
		2. SSC
		3. Planning & Ops
		4. IPC
 | Gilbert ShelbyDoug SchuellerRichard RumasScott Meyer |
| 09:15 am | 1. Review subscripter IPC cert requirement survey
 | All Attendees |
| 10:15 am |  | 1. Future Working Session Topics - discussion
 | All Attendees |
| 10:45 am |  | 1. New Business
 | All Attendees |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 18.0 New Business - continued | All Attendees |
| 4:00 pm | 1. Meeting Closure Items
	* 1. Review Priority List
		2. Review Membership
		3. Review Sub team list
		4. RAIL Review
		5. Set Agenda for Next Meeting
 | All Attendees |
| 5:00 pm | ADJOURNMENT |  |