

# ELECTRONICS Task Group Meeting Agenda

June 20 – 23, 2016

novotel west london

london, england

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

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, June 20, 2016

9:00 am

1.0 OPENING COMMENTS (DAILY)

9:30 am

2.0 REVIEW DELEGATION STATUS

9:45 am

3.0 SUBSCRIBER DISCUSSION

11:00 am

4.0 AUDITOR CONSISTENCY AND OBSERVATIONS

11:30 am

5.0 AUDITOR CONFERENCE

12:00 pm

6.0 TOP TEN NCR REVIEW FOR AC7120

1:00 pm – 2:00 pm

LUNCH BREAK

2:00 pm

 1.0 Opening Comments

2:20 pm

7.0 Review and/or Accept

3:15 pm

8.0 Smart Checklist Feedback from PRI and Sub-Team Strategy

3:45 pm

9.0 Report Out on SPC Survey Results / Supplier Views

4:15 pm

10.0 Jet Printing

4:45 pm

11.0 Status of Cleaning & Coating IPC Committee

5:00 pm

12.0 Board Depanalization Requirements - Enhancement to AC 7120

5:30 pm

13.0 ETG Strategy Roadmap Disc.

6:00 pm

ADJOURNMENT

Tuesday, JUNE 21, 2016

8:00 am – 9:00 am

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

9:00 am

 3.0 SUBSCRIBER DISCUSSION

 (continued)

10:15 am

1.0 Opening Comments (Daily)

10:20 am

14.0 Supplier Support Committee (SSC) Meeting Notification

10:30 am

15.0 Review Sub-Team Listing

10:45 am

16.0 Ballot Comment Resolution

1:00 pm – 2:00 pm

Lunch Break

2:00 pm

16.0 Ballot Comment Resolution

 (continued)

4:30 pm

ADJOURNMENT

5:00 pm – 6:30 pm

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

Wednesday, JUNE 22 2016

9:00 am

1.0 Opening Comments (Daily)

9:05 am

17.0 Create Presentations

9:30 am

18.0 Summary of Top Ten NCR Review for AC7120

10:00 am

16.0 Ballot Comment Resolution (continued)

1:00pm – 2:00 pm

Lunch Break

2:00 pm

16.0 Ballot Comment Resolution

 (continued)

4:30 pm

ADJOURNMENT

5:00 pm – 7:00 pm

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

Thursday, JUNE 23, 2016

9:00 am – 11:00 am

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

11:15 am

1.0 Opening Comments (Daily)

11:20 am

19.0 Working Sessions

1:00pm – 2:00 pm

Lunch Break

2:00 pm

19.0 Working Sessions (continued)

3:00 pm

20.0 Working Session Report Outs and Review Legacy b-frm Residue

3:30 pm

21.0 Various Report Outs

4:00 pm

22.0 New Business

5:00 pm

23.0 Meeting Closure Items

6:00 pm

ADJOURNMENT

Monday, June 20, 2016

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

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| 9:00 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
 | Roy Garside |
| 9:30 am | 1. REVIEW DELEGATION STATUS
 | Staff Engineers |
| 9:45 am | 1. SUBSCRIBER DISCUSSION
	* 1. Technical discussions associated with audit packages
		2. Review Results of Auditor Candidate Test Question Implementation
		3. eAuditNet training for new Subscriber voting members (as necessary) (Topic Description)
 | Subscribers Only |
| 11:00 am |  | 1. AUDITOR CONSISTENCY AND OBSERVATIONS
	* OP 1118 Audit Observers, if any
	* Per NMC flowdown, if received
 | Scott Meyer |
| 11:30 am |  | 1. AUDITOR CONFERENCE
 | Scott Meyer |
| 12:00 pm |  | 1. TOP TEN NCR REVIEW FOR AC7120
 | Subscribers Only |
| 1:00 pm – 2:00 pm |  | LUNCH BREAK |  |
| 2:00 pm | **OPEN** | 1.0 **Opening Comments (daily)** 1.1 Call to Order/Quorum Check* + - * Introductions and Opening Presentation, as required

 1.2 Safety Information:* + - * Review Fire Exits in Meeting Room
			* Inform PRI Staff person of any emergencies

 1.3 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct 1.4 Present the Antitrust Video (only @ the first open and first closed meeting  of the week for each Task Group) | Roy Garside |
| 2:20 pm | 1. Review and/or Accept
	* 1. Review Agenda
		2. Acceptance of Previous Meeting Minutes
		3. Membership Status
		4. Sucession Plan (as applicable)
		5. Status of Ballots (as applicable)
		6. Audit Observations Status (OP 1118)
		7. RAIL
 | All Attendees |
| 3:15 pm | 1. Smart Checklist Feedback from PRI and Sub-Team Strategy
 | Susan Frailey |
| 3:45 pm | 1. Report Out on SPC Survey Results / Supplier Views
 | Roy Garside Jean-Francois MaheJeremy Needs |
| 4:15 pm | 1. Jet Printing
 | Roger Bloomfield |
| 4:45 pm | 1. Status of Cleaning & Coating IPC Committee
 | Doug Schueller Jose Lages |
| 5:00 pm | 1. Board Depanalization Requirements - Enhancement to AC 7120
 | Roger Bloomfield |
| 5:30 pm | 1. ETG Strategy Roadmap Discussion
 | Roy Garside |
| 6:00 pm | ADJOURNMENT |  |

Tuesday, JUNE 21, 2016

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

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| 8:00 am – 9:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 9:00 am | **CLOSED** | 3.0 **SUBSCRIBER DISCUSSION CONTINUED** 3.4 Review Subscriber Matrix (as necessary) 3.5 Technical discussions associated with audit packages (continued) | Subscribers Only |
| 10:15 am | **OPEN** | 1.0 **Opening Comments & Introductions** | Roy Garside |
| 10:20 am | 1. Supplier Support Committee (SSC) Meeting Notification
 | Doug Schueller |
| 10:30 am | 1. Review Sub-Team Listing
 | All Attendees |
| 10:45 am | 1. Ballot Comment Resolution
	* 1. AC7119, /2, /4
		2. AC 7120 and Slash Sheets (/2 through /11)
		3. AC 7121
 | All Attendees |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | 16.0 **Ballot Comment Resolution (continued)*** + 1. AC7119, /2, /4
		2. AC 7120 and Slash Sheets (/2 through /11)
		3. AC 7121
 | All Attendees |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, JUNE 22 2016

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

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| 9:00 am | **OPEN** | **1.0 Opening Comments & Introductions**  | Roy Garside |
| 9:05 am | 1. Create Presentations
	* 1. NMC TG report out
		2. P&O report out (as required)
 | All Attendees |
| 9:30 am | 1. Summary of Top Ten NCR Review for AC7120
 | Roy Garside |
| 10:00 am | 16.0 **Ballot Comment Resolution** **(continued)*** 1. AC7119, /2, /4
	2. AC 7120 and Slash Sheets (/2 through /11)
	3. AC 7121
 | All Attendees |
| 1:00pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | 1. Ballot Comment Resolution (continued)
	1. AC7119, /2, /4
	2. AC 7120 and Slash Sheets (/2 through /11)
	3. AC 7121
 | All Attendees |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend. |  |

Thursday, JUNE 23, 2016

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

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| --- | --- |
| 9:00 am – 11:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 11:15 am | **OPEN** | **1.0 Open Comments**  | Roy Garside |
| 11:20 am | 1. Working Sessions
	* J-STD-001F requirements review for AC7120
	* IPC-6018 slash sheet for AC7119
	* Repackaging slash sheet
	* Review legacy b-frms for each checklist for resolution
 | All AttendeesBill CardinalGilbert ShelbyJose LagesSub-Team Leads |
| 1:00pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm |  | 19.0 Working Sessions (continued)* + J-STD-001F requirements review for AC7120
	+ IPC-6018 slash sheet for AC7119
	+ Repackaging slash sheet
	+ Review legacy b-frms for each checklist for resolution
 | All Attendees |
| 3:00 pm |  | 1. Working Session Report Outs and Review Legacy b-frm Residue
 | All Attendees |
| 3:30 pm | **OPEN** | 1. Various Report Outs
	* 1. AQS Liaison
		2. SSC
		3. Planning & Ops
		4. IPC
 | Gilbert ShelbyDoug SchuellerRoy GarsideScott Meyer |
| 4:00 pm |  | 1. New Business
 | All Attendees |
| 5:00 pm | 1. Meeting Closure Items
	* 1. Future Working Session Topics
		2. Review Priority List
		3. Review Membership
		4. Review Sub team list
		5. RAIL Review
		6. Review Action Items
		7. Set Agenda for Next Meeting
 | All Attendees |
| 6:00 pm | ADJOURNMENT |  |