

# Aero Structure Assembly Task Group Meeting Agenda

October 26-27, 2016

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **Aero Structure Assembly Task Group Meeting** |

The (COMMODITY) Task Group 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.***

Meeting Objectives:

1. (OBJECTIVE 1)
2. (OBJECTIVE 2)
3. (OBJECTIVE 3)

Tuesday, October 25, 2016

7:00 am – 8:00 am

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

12:00 pm – 1:00 pm

Lunch Break

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 26, 2016

8:00 am – 10:00 am

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

10:15 am

1.0 Opening Comments (daily)

10:45 am

2.0 Membership Updates & Compliance with Voting Requirements

11:00 am

3.0 Overview of the Aero Structure Assembly TG

11:30 am

4.0 Objective and Goals

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

5.0 Validate Audit Scope

5:00 pm

ADJOURNMENT

Thursday, October 27, 2016

1.0 Opening Comments (daily)

8:00 am

5.0 Validate Audit Scope (continued)

9:30 am

6.0 Subscriber Aero Structure Assembly Audiit Checklist

10:00 am

7.0 Subscriber Audit Mandates

11:00 am

8.0 Suppliers That Require Accreditation

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

9.0 Business Plan

3:15 pm

10.0 Aero Structure Assembly Task Group Initiatives

4:00 pm

11.0 New Business

4:30 pm

12.0 Meeting Close Out

5:00 pm

ADJOURNMENT

Tuesday, October 25, 2016

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

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| --- | --- | --- | --- |
| 7:00 am – 8:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 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 26, 2016

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

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| 8:00 am – 10:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 10:15 am | **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)
		5. Review Agenda
		6. Acceptance of Meeting Minutes (Topic)
 | K. Purnell |
| 10:45 am | 1. Membership Updates & Compliance with Voting Requirements
* Additional Companies Interested in Participation
 | K. Purnell |
| 11:00 am | 1. Overview of the Aero Structure Assembly TG
	* History
	* Aero Structure Scope
	* Proposed Checklist Layout with Special Processes
 | K. Purnell |
| 11:30 am | 1. Objective and Goals
	* Validate the Audit Scope
	* Validate Proposed Checklist Layout
	* Subscriber Aero Structure Assembly Audit Checklists
	* Confirmation of Audit Mandates
	* List of Suppliers That Will Require Accreditation
	* Develop Business Plan for NMC, PRI and Board Approval
 | K. Purnell |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm | **OPEN** | 1. Validate Audit Scope
	* Review Scope Wording and Checklist Layout
 | K. Purnell |
| 5:00 pm | ADJOURNMENT |  |

Thursday, October 27, 2016

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

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|  |  | 1. Opening Comments (daily)
	* Call to Order/Verbal Quorum Check
 | K. Purnell |
| 8:00 am |  | 1. Validate Audit Scope (continued)
	* Review Scope Wording and Checklist Layout
 | K. Purnell |
| 9:30 am | **OPEN** | 1. Subscriber Aero Structure Assembly Audiit Checklist
	* Access to Subscriber Checklists
 | K. Purnell |
| 10:00 am | 1. Subscriber Audit Mandates
	* Current Status
	* Processes
 | K. Purnell |
| 11:00 am | 1. Suppliers That Require Accreditation
	* Developing the List of Suppliers
 | K. Purnell |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm |  | 1. Business Plan
	* Overview
 | K. Purnell |
| 3:15 pm | **OPEN** | 1. Aero Structure Assembly Task Group Initiatives
	* Review and Update SLT Task Group Prioities
 | K. Purnell |
| 4:00 pm | 1. New Business
	* Time Set Aside to Address any New Topics or Concerns
 | K. Purnell |
| 4:30 pm | 1. Meeting Close Out
	* Review of Action Items Assigned During the Meeting
	* Set Next Meeting Agenda Topics
 | K. Purnell |
| 5:00 pm | ADJOURNMENT |  |