

# Aero Structure Asembly Task Group Meeting Agenda

07-Jun-2017 to 08-Jun-2017

Estrel Hotel & Convention Centre

Berlin, Germany

|  |  |
| --- | --- |
| **Fastening** | **Electrical Bonding** |
| **Bushing and Bearing Installation** |  |

TheAero Structure Assembly 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. Develop business case
2. Develop draft checklists

Monday, 05-jun-2017

9:00 am – 10:00 am

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

Tuesday, 06-jun-2017

5:00 pm – 7:00 pm

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

Wednesday, 07-jun-2017

2:00 pm

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.2 Safety Information:

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)

1.5 Review Agenda

1.6 Acceptance of Meeting Minutes

2:30 pm

2.0 ASA RAIL

3:15 pm

3.0 Membership Updates

3:30 pm

4.0 Overview of the Aero Structure Assembly TG

4:00 am

5.0 Business Case

5.1 Review the draft business case and update as necessary

5.2 Identify number of Suppliers/Audits

4:30 pm

ADJOURNMENT

5:00 pm – 7:00 pm

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

Thursday, 08-jun-2017

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

1.1 Call to Order/Quorum Check

11:30 am

6.0 Subscriber Audit Checklist Questions

12:00 pm

7.0 Checklist Development

1:00 pm – 2:00 pm

Lunch Break

2:00 pm

7.0 Checklist Development (continued)

3:30 pm

8.0 Aero Structure Assembly Task Group Initiatives

4:00 pm

9.0 New Business

4:45 pm

10.0 Meeting Close Out

10.1 Review of Action Items Assigned During the Meeting

10.2 Set Next Meeting Agenda Topics

5:00 pm

ADJOURNMENT

Monday, 05-jun-2017

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

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 am – 10:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |

Tuesday, 06-jun-2017

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

|  |  |  |  |
| --- | --- | --- | --- |
| 5:00 pm – 7:00 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, 07-jun-2017

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

|  |  |  |  |
| --- | --- | --- | --- |
| 2:00 pm | **OPEN** | 1. Opening Comments
	* 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
 | C. Bowden |
| 2:30 pm | 1. ASA RAIL
	* Review the status of items on the ASA Rolling Action Item List (RAIL)
 | K. Purnell |
| 3:15 pm | 1. Membership Updates
	* Any persons interested in joining the group
 | K. Purnell |
| 3:30 pm | 1. Overview of the Aero Structure Assembly TG
	* A history and status of the ASA TG and checklists
 | C. BowdenK. Purnell |
| 4:00 am | 1. Business Case
	* 1. Review the draft business case and update as necessary
		2. Identify number of Suppliers/Audits
 | R. ColeT. Howland |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm | **NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend. |  |

Thursday, 08-jun-2017

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

|  |  |
| --- | --- |
| 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. Opening Comments
	* 1. Call to Order/Quorum Check
 | C. BowdenK. Purnell |
| 11:30 am | 1. Subscriber Audit Checklist Questions
	* Review checklists used by Subscribers to assist in developing checklist questions for ASA
 | C. BowdenK. Purnell |
| 12:00 pm | 1. Checklist Development
	* Draft core checklist and slash sheets for fastening, bushing and bearing installation, and electrical bonding
 |  |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | 1. Checklist Development (continued)
	* Draft core checklist and slash sheets for fastening, bushing and bearing installation, and electrical bonding
 | C. BowdenK. Purnell |
| 3:30 pm | 1. Aero Structure Assembly Task Group Initiatives
	* Review and Update status of current ASA Task Group initiatives
 | C. BowdenK. Purnell |
| 4:00 pm | 1. New Business
	* Time Set Aside to Address any New Topics or Concerns
 | C. BowdenK. Purnell |
| 4:45 pm | 1. Meeting Close Out
	* 1. Review of Action Items Assigned During the Meeting
		2. Set Next Meeting Agenda Topics
 | C. BowdenK. Purnell |
| 5:00 pm | ADJOURNMENT |  |