

DATA ITEM DESCRIPTION

Title: Report/Minutes, Record of Meeting

Number: FPRI-045

Approval Date: 20031201

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-OE-CX

Applicable Forms:

Use/Relationship: The Report/Minutes, Record of Meeting will be used to provide a record of the proceedings of any specified meeting.

- a. This data item can be used for any Programs/Projects requiring formal documentation of meetings of any type, i.e., audits, design reviews, etc.
- b. The data item shall also be used to provide a written record of attendees, questions and answers from public meetings, and submitted within 5 days after the meeting.

Requirements:

1. The title page shall contain, as appropriate, the following:
 - 1.1 Date of report/meeting.
 - 1.2 Title - Type of meeting (study contract, audit, design review, etc.).
 - 1.3 Title of Program/Project.
 - 1.4 Contract number and Task Order number.
 - 1.5 Signature(s) - Contractor Project Manager or designated representative.
2. The report/minutes shall include, as appropriate, the following types of information:
 - 2.1 An introduction which will include:
 - a. A statement relating to the purpose/objective of the meeting.
 - b. The original agenda/revisions thereto. (This may be accomplished by reference to attachment/enclosure.)
 - 2.2 Administrative data which will include:
 - a. Date and location of the meeting.
 - b. Agency under whose direction the meeting was convened.
 - c. Name and title of the chairperson or co-chairpersons.
 - d. Names and titles of persons attending.
 - 2.3 Information covered during the meeting, including as appropriate, such items as:
 - a. A description and/or listing of the material and documentation, if any, discussed/reviewed during the meeting.
 - b. Specific statements relating to changes, deletions, modifications, etc., discussed/reviewed during the meeting, including:

(1) A description of the change/modification required.

(2) The reason for the change/modification.

(3) The agency responsible for preparing change proposals, if required, necessary to effect the change/modification.

3. The record of each item discussed/reviewed during the meeting will appear, in general, in the following format:

3.1 Item - A brief statement identifying the item, or questions from the meeting attendees.

3.2 Discussion - Summary of pertinent information associated with the item.

3.3 Recommendations - A list of both the government's Project/Program Manager's and the contractor's recommendations, and answers to the attendees' questions.

3.4 Action - A brief statement of agreements reached, action(s) required by the government Program/Project Manager or the contractor, identity of the personnel or activity assigned responsibility for taking and/or coordinating required actions, contractual action, if required, and all key dates.

4. The report/minutes will be typed on 8 1/2" by 11" white paper. Charts, graphs, drawings, lists, and sketches may be included, if necessary, to support or clarify the text of the report/minutes. Oversize material shall be one-way foldouts. All material presented shall be sufficiently clear and sharp for further reproduction if required. All pages and supporting material shall be securely bound together.

5. End of DID FPRI-045.