



MEETING NOTICE

ECA

Engineering Department Executive Committee (EDEC)

Formerly known as:

(All Committee Chairs Strategic Planning Meeting)

Wednesday, 21 April 2004

4:00pm – 5:30pm

Location: **Hilton Tampa Westshore**
2225 North Lois Ave
Tampa, FL 33607

PH: 813-877-6688

Chairs of all Summit Committees and ECA Distinguished Fellows should attend. This is an open session for others interested in the continuous process improvement of the Summit program.

Preliminary Business Meeting Agenda

1. Call to Order

Chair

2. COMMITTEE ORGANIZATION & PROCEDURES

- 2.1 Membership & Attendance – Introductions
- 2.2 Approval of Agenda and Previous minutes
- 2.3 Summit Logistics
 - Discussion on how to improve the operation
 - Schedule adjustments

3. Operation Outreach

- Develop plan to involve users and expand participation at the Summit

4. EDEC Member Responsibilities

- Highlight the ANSI Audit for Accreditation
- EDEC operating process

5. Training

- Program for Summit participants

6. Logistics

- Improving the process of preparing and posting minutes, agendas, and other documents

5. Program Planning

- Formalizing and publicising the Technical Presentations Process

6. Website and other communication tools

7. New Business

8. FUTURE MEETINGS

- Fall 2004, 04-07 October 2004 San Diego, CA

9. Action Items

- To be summarized

10. Adjournment

Chair: Ed Mikoski 703-907-8023