



ASQ SECTION 0511
DRAFT BOARD AGENDA
 November 4, 2015

Location: **ASM RESEARCH CORPORATE HEADQUARTERS 4050 LEGATO RD. FAIRFAX, 22033**

Attendees: Under separate cover

	What	Who	Decisions/Actions*
5:30 – 5:40	<ul style="list-style-type: none"> • Call to Order/Statement of Quorum ○ Opening Remarks 	• Chair	
5:40 - 5:50	<ul style="list-style-type: none"> • Reading and Approval of Minutes ○ Monthly Minutes 	• Secretary	
5:50 – 6:00	<ul style="list-style-type: none"> • Website-- Status 	• Jeff/Greg	Seek Board Approval
6:00 – 6:20	<ul style="list-style-type: none"> • Business Plan Status 	• Greg	Seek Board Approval
6:20 – 6:30	<ul style="list-style-type: none"> • Officer Reports ○ Chair ○ Chair elect ○ Treasure ○ Audit ○ Others 	• Board Members	Status
Adjournment	<ul style="list-style-type: none"> • Review of Action Items/Minutes Adjournment 	• Chair	

*Actions Detailed below:

Action Plan

What	Who	When



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