

SLAM (TELECONFERENCE)

10/30/2003

1.0 DATE AND TIME.

October 30,2003. 1400 EST.

2.0 LOCATION.

Teleconference.

3.0 ATTENDEES.

- Zimmerman M.
- Redlich D.
- James B.
- Schoolfield D.
- Brown J.
- Clements C.
- Myers M.
- King T.
- Drennon A.
- Litalien D.
- Henningsen E.
- D'Antono M.
- Merritt T.
- Zimmerman J.
- Davis – absent.

4.0 ADMINISTRATIVE NOTES.

None noted.

5.0 SCOPE OR PURPOSE.

Communication.

6.0 AGENDA.

See below.

7.0 DISCUSSION.

7.1 Out-brief from Albany presentations (5 mins - Zimmerman).

- Presentation went well – PMO did a good job preparing brief
- An area of concern was end-user interaction with systems; beef up IT module of Capstone Brief (Myers).
- Marginal process concerns were raised; Schoolfield will follow-up.

7.2 Review prep for CWO meeting (5mins - Litalien/Redlich).

- Meeting scheduled 5/6 Nov; agenda distributed
- Pre-meeting slated for 4 Nov @ 0800 (Hospital Point) to cover opening remarks, final details, CWO package preparation, etc.
- New Breed will be prepared to provide 30min Corporate Capabilities briefing to assembled participants
- Litalien will email all attendees re: dress code
- Hosts: Redlich, James, Litalien (Clements to support)
- Anticipated guests include:

Table 1. Anticipated Guests for CWO Meeting

Last Name	First Name	
Altringer	CWO5 Russ	NBC School
Curry	CWO4 Jeffery	MCCDC
Duncan	CWO4 Alan	MARFORRES
Gibson	CWO5 Dave	MARFORPAC
Hassan	CWO4 Rafay	Camp Lejeune
Holguin	SSGT Craig	Fort Worth
Koebel	CWO4 Patrick	Camp Lejeune
Martin	CWO5 Preston	PP&O
Norwood	CWO5 Ken	MARFORLANT (IIMEF)
Perry	CWO4 Jimmie	Camp Lejeune
Quinlan	CWO4 John	Camp Pendleton

7.3 Confirm Facilities IPT meeting planning (5mins – Brown/Henningsen).

- Meeting scheduled 5 Nov @ 0800 (Sverdrup Office Rm 204); agenda distributed on 28 Oct via email.
- Brown will email all attendees re: dress code
- Hosts: Brown, Zimmerman (Clements to support)

- Anticipated guests include:

Table 2. Anticipated Guests for Facilities IPT Meeting

Last Name	First Name	
Globokar	CDR Susan	MARFORPAC
Hamner	Mr. Rich	HQMC - LFL
Ward	Maj Gaines	HQMC - LFL
Zeoli	Mr. Nick	MARFORLANT

Travel considerations are paramount. R. Babbie may be able to shed light on requirements such as visas, Passports, MSGs, etc. Work products anticipated include: detailed assessment plan based on draft documents; JFAT composition & charter; MEF, Base, and Station POC listing; and preliminary Assessment Schedule.

7.4 High points of the action list (10min).

Belayed until PMO session in Quantico (afternoon of Day 1)

7.5 IPT Round-robin (for those not covered, as required).

- IT IPT will meet next week – details to follow (Myers); investigate SRAC implications (Myers)
- Zimmerman requested that each IPT complete a draft of charter/scope nlt 11/7 (see SLAM Task #3)

8.0 OTHER ITEMS.

8.1 New Breed Visit to Single Site Storage Facility (James).

- Very productive
- New Breed spent week detailing maintenance, supply, calibration, etc., processes for each piece of equipment
- Corps & Contractor responsive and helpful
- James took away several taskers and will document with an email in the near-term.

9.0 ACTIONS.

Table 3. Action Items

Due NLT	Task	Owner	Notes
20031130	Augment IT Module of Capstone Briefing	Myers	

Due NLT	Task	Owner	Notes
20031107	Prepare drafts for IPT Specific Charters		To be discussed at PMO meeting = Day 1

10.0 FUTURE PLANS.

Next Meeting: CWO/PMO/Facilities Session in Quantico (5-6 Nov 2003).