

Interoffice
Communication

TO: Distribution (Attendees)

FROM: T. G. Grumbles
DATE: January 19, 1990
SUBJ: OT MEETING AGENDA FOR 1/22

TGG: JDL: EPH: MJP: AJO: RF
XF: none

VISTA

DATE: 1/22/90
TIME: 3:00 - 4:30
ATTENDEES: JAD, THH, RDG, HWH, TGG
PLACE: ROOM # 8-082

- | | |
|--|--------------|
| 1. Review action steps from last meeting | TGG 5 min |
| 2. Recognition | ALL 10 min |
| 3. Communication | ALL 15 min |
| 4. Review Individual Results of Categorizing
Employee Development Items | ALL 30 min |
| 5. Determine next step on Employee Development
Process | ALL 15 min |
| 6. Discuss Development of OT Q Scorecard | TGG 10 min |
| 7. Review Action Items | SCRIBE 5 min |


T. G. Grumbles

dlj
.930

VVV 000010966