

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

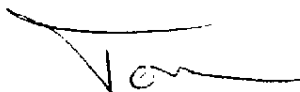
DATE: 1/22/90

TIME: 3:00 - 4:30

ATTENDEES: JAD, THH, RDG, HWH, TGG

PLACE: ROOM # 8-082

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| 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

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