

TO: Distribution

FROM: T. G. Grumbles
DATE: February 3, 1988

Interoffice
Communication

SUBJ: REGULATORY/PRODUCT LIABILITY TEAM MEETING

VISTA

The next team meeting is scheduled for February 24, 1:00-4:00 p.m. in Conference Room 2A, Timberway I. Below is the draft agenda. A final agenda will be available prior to the meeting.

- A. Review Team Goals - Draft Charter Document
- B. Awareness Training
 - 1. Activities since last meeting - completed and scheduled
 - 2. Identification of additional groups
- C. Review Other Existing Elements of the Product Development Process That Exist Now.
- D. Discussion of "Control Points" - Where, How
- E. Development of Process Flow for New Product Development
- F. Review Proposed Project Time Line
- G. Action Items
- H. Schedule Next Meeting

Items A - D are action items from the first meeting.



T. G. Grumbles

ajo
.306

DIST: J. McCulley
M. McMullen
H. Garrison
R. Flammer
J. Fenton
J. J. Hall

VVV 000009994

