

**Configuration Management (CM) Subgroup**  
**Meeting #3 Minutes**  
**Thursday May 10, 2001 10:00-11:00**  
**Room 4653 ROB3**

**Attendance:**

<b>Name</b>	<b>Present</b>
Wanda Broadus	Present
Bill Bush	
Dan Callahan	
Nina Colon	
Bill Hughes	Present
Ron Langkamp	
Denise Merchant	Present
Robert Morse	Present
Mark Polanskas	
Cheryl Queen	
Mike Rockis	
Slawko Semaczuk	

**Preparation For the Meeting:**

Documentation for the meeting was sent electronically

**Results of Meeting Goals:**

Expected Future Meeting Pattern rescheduled for Meeting #4

Meeting Role Holders and their responsibilities:

Bill Bush joined the CM Subgroup

Expected Membership: Rescheduled for Meeting #4

Charter:

All three charters, i.e. SFA CM Subgroup charter, SFA Enterprise Level Change Control Group (CCG) charter and SFA Enterprise Level CM charter were approved by Subgroup for submission by the lead to the eCAD

SFA-CMM Intranet site training material:

Sent by email to all members prior to meeting #3

**Topics for Meeting #4**

Receive an update on the status of the three charters

Receive an update on the index of deliverables/work products

Approve documents issued to date

Decide appropriate personnel/representation for SFA Enterprises CCG and SFA Enterprise Level CM. Decide appropriate process to acquire attendance by the appropriate personnel/representatives

**Products from Meeting #2:**

Revised all three charters listed above