

Enterprise Configuration Management Implementation (ECMI)
Weekly Meeting Agenda (1/31/02)

saved as: ecm weekly meeting agenda 01 31 02

Action Items from the Previous Meeting:

Asset Library: Kathryn Pynia contact and discussion: (Kathryn on vacation until Feb 6)

CM Process Flow Chart

Major Escalation Procedure developed and included

Highlight CM Process Guide Changes

Present draft highlighted

CM Process Guide change review meeting (Thursday Feb 7 9 AM)

Asset library actions:

Part of escalation/asset library CM process revisions

Lana's Change Control – Asset Library (try to meet after CM Process Guide

Review [Feb 7]- not yet scheduled)

Asset Library Requirements for Connie

Measurements

Met with Mike Rockis on 1/31/02:

QA participates in Feb 14 “brown bag” for CM Leads

QA included cc for ECMI/SLC peer review project visits

QA plans to include ECMI /SLC in appropriate distributions

Major Topic for the Week:

CM Process Flow Charts and Explanation

Questions and discussions:

Other activities:

Continuous improvement: Will incorporate all handouts and improvements into the draft CM process guide as we go along. The approved document will be distributed at CM Project meetings and available in the storage media along with the new draft

Encryption Issue Status Summary

January 23, 2002: ASG meeting

January 24, 2002: AWG meeting postponed to February 7

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Issue/Recommendation summary:

New or revised documents since the last meeting:



"CM Process
Flowchart 01 31 02a



"Meeting #3-79-A
Meeting Report - Por



"ecm measure report"
4 12 31 01.doc"



ecm measure report"
5 01 15 02.doc"



"CM Process Guide -
Updated Draft Versio



"ecm Project CM
Peer Review Schemi