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| ARCS PROCEDURE: Author: S. Smith | SENDING STAFF MEETING DRAFT AGENDA FOR REVIEW | PRO(TWPPO)-049.000 January 11, 2000 Page 1 of 1 |
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Sending Staff Meeting Draft Agenda for Review

I. Purpose:

To provide guidelines on sending staff meeting draft agendas to Bill Clements.

II. Cautions and Hazards:

None.

III. Requirements:

Needs to be done on Wednesday afternoon.

IV. Procedure:

A. Steps:

1. Retrieve Staff Meeting candidate agenda items, if any, via email from staff
2. Retrieve Staff Meeting agenda from the TWPPO Admin folder On the TWP server
3. Incorporate additions/changes into current staff agenda
4. Copy agenda
5. Email staff agenda to Bill Clements at clements@lanl.gov

V. References:

None.

VI. Attachments:

None.