

ARCS PROCEDURE: Author: S. Smith	UPDATING & DISTRIBUTING TWPPO STAFF MEETING AGENDA	PRO(TWPPO)-052.000 January 11, 2000 Page 1 of 1
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Updating & Distributing TWPPO Staff Meeting Agenda

I. Purpose:

This document describes the steps to update and distribute the final TWPPO Staff Meeting agenda.

II. Cautions and Hazards:

None.

III. Requirements:

Needs to be done by Wednesday afternoon.

IV. Procedure:

A. Steps:

1. Retrieve any requested agenda items via email from Bill Clements
2. Retrieve TWPPO staff meeting agenda in the TWPPO Admin folder on the TWP Server
3. Incorporate new agenda items to the agenda
4. Update the date to the date of the meeting on header to reflect the current week's meeting date
5. Copy agenda
6. Save file and close
7. Paste in email message to "twpoff@lanl.gov"
8. Send

V. References:

None.

VI. Attachments:

None.