

ARCS PROCEDURE:  Author: S. Smith	UPDATING & DISTRIBUTING OPS & TWP TELECONFERENCE MINUTES	PRO(TWPPO)-053.000  January 11, 2000 Page 1 of 1
---	--	---

## Updating & Distributing Ops & TWP Teleconference Minutes

### I. Purpose:

This procedure describes the steps to update and distribute the Ops & TWP Teleconference Minutes.

### II. Cautions and Hazards:

None.

### III. Requirements:

Needs to be sent out before Friday, preferably by Wednesday.

### IV. Procedure:

#### A. Steps:

1. Retrieve and copy final Ops minutes via email from Larry Jones or Clif Meyer
2. Retrieve final TWP minutes via hard copy from Steffanie Coonley
3. Open draft minutes from the TWP Server
4. Paste revised Ops minutes over the draft Ops minutes
5. Revise TWP minutes according to Steffanie Coonley's changes
6. Revise header to reflect minutes instead of agenda
7. Email Final minutes to [twp-opsminutes@lanl.gov](mailto:twp-opsminutes@lanl.gov)
8. Send Minutes

### V. References:

None.

### VI. Attachments:

None.