

DATA ITEM DESCRIPTION

Title: CONFERENCE MINUTES

Number: DI-ADMN-81250B

Approved Date: 20160524

AMSC Number: F9659

Limitation:

DTIC Applicable:

GIDEP Applicable:

Preparing Activity: 11 (AFLCMC/EZSC)

Project Number: ADMN-2015-001

Applicable Forms:

Use/Relationship: Conference minutes provide documentation of technical information provided and decisions and agreements reached at meetings.

a. This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

b. This DID supersedes DI-ADMN-81250A.

Requirements:

1. Reference documents: None.
2. Format. Contractor format is acceptable.
3. Content. The minutes shall include the following information:
 - a. A title page containing the following:
 - (1) Title – type of meeting and date.
 - (2) Identification of the acquisition (system, equipment, contract number) for which the meeting was held.
 - (3) Space for signatures of the designated representatives of the contractor and acquisition activity.
 - (4) The name of the contractor and address to which the acquisition activity should acknowledge receipt of comments.
 - b. The purpose and objective of the conference.
 - c. The conference location.
 - d. A summary of the discussions, decisions, agreements reached, and directions of the conference or individual subcommittees thereof.
 - e. A list of attendees by name, rank, grade or position, activity represented, activity symbol/code, phone numbers, and emails, as appropriate.
 - f. Action items resulting from the conference.
 - g. Briefing charts, if presented, shall be attached to the minutes for information only.

End of DI- ADMN-81250B

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