

DATA ITEM DESCRIPTION

Title: Conference Report

Number: DI-ADMN-81308A

AMSC Number: 7643

DTIC Applicable: No

Office of Primary Responsibility: NS/I522

Applicable Forms: N/A

Approval Date: 21 NOV 2006

Limitation: N/A

GIDEP Applicable: No

Use/relationship:

To document for the Government, significant understanding, directions request, recommendations or suggestions that are discussed during a conference with the contractor and the authorized Government representative(s).

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.

Requirements:

1. Reference documents. None.

2. Format:

This conference report shall be on 8 ½ x 11 inch paper.

3. Content:

The report shall include the following:

- a. Date, place or method of conference, names of contractor and Government personnel participating.
- b. Subjects discussed i.e., telephone conversations, meetings, etc.
- c. Significant decisions, conclusions, actions items or directions which were attained by the participants of the conference.
- d. Copies of presentation materials

4. END OF DI-ADMN-81308A