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MINUTES FROM ORLANDO PARTNERING TEAM MEETING ON 6 MARCH 2002 NTC
ORLANDO FL
3/6/2002
NAVFAC SOUTHERN

ORLANDO PARTNERING TEAM - MEETING MINUTES

Date: 6-7 March 2002
 Location: Orlando, Florida
 Team Leader: Dave Grabka
 Gatekeeper/Timekeeper: Steve T.
 Facilitator: Gus Campana
 Recorder: Mark Salvetti

OPT MEMBERS:

Steve Tsangaris
 Barbara Nwokike
 Steve McCoy

SUPPORT MEMBERS:

Flip Altman, Tier II
 Scott Newman, Tier II

GUESTS:

Allan Jenkins, Tetra Tech
 Dave Twedell, Nodarse &
 Assoc.
 John Classe, Baldwin Park
 Development Corp.

HANDOUTS DISCUSSED AT THE MEETING

1. Meeting Minutes 12/05 – 12/06, 2001
2. UST/IR Update and Status – January 2002 (Tetra Tech)
3. Action items
4. Letter from Mayor Hood & reply.
5. OU2 New Well Location Figure
6. Proposed replacement well location figures for SA 36 & SA 39
7. SA 36 & SA 39 OPS determination handouts.
8. Document log with remaining reviews.

22 January 2002

CHECK-IN

Not much new with Dave. Twelve mile hike (not in shape). Camping this weekend and trying to catch up with Cecil Field & Orlando responsibilities. Gus is joining us as the permanent facilitator. Lives locally. Mark very busy. Enjoyed Super Bowl and went to parade with Dan. Kid's sports seasons overlapping – crazy busy. Flip looking forward to the next 2.5 months of soccer coaching. Wired up his renovation, and it worked! No fires. Steve T. very busy with work. Baby is crawling. Having a hard time with door ajar lights in these new-fangled vehicles. Barbara finished all her contracting actions for the year. She's now 40! Where's the cake? Getting ready to install hardwood floors. Labor expensive! Steve M. installed an attic ladder for a friend. Found interesting wiring approach for the lights – no boxes. Locked keys in car, leading to a 10-mile roundtrip walk. Got home around midnight. Scott Newman (welcome

Scott!) confessed about his locking problems. Scott & his wife going thru a financial management course. Heading to London for Naval Reserve duties this weekend.

ACTION ITEMS

Went through action items (see revised list at end of minutes).

PERSONNEL CHANGES

Scott Newman will be replacing Flip Altman as our Tier II rep. Welcome Scott! And Gus Campana will be replacing Stephanie as our regular facilitator. Welcome Gus!

UST/IR Update (see Handout)

Bldg. 200

The sixth quarter MOP sampling was conducted on 10/26/01. The sixth quarter MOP report is in preparation. Seventh quarter MOP sampling done 1/21/02. FDEP approval of the fifth quarter MOP report was received on 2/15/02.

Bldg. 2036

Final SAR Addendum submitted to FDEP on 11/30/01. Not yet reviewed. FDEP has reviewed the Final SAR Addendum that was submitted to FDEP on 11/30/01. Dave G. has drafted a site rehabilitation completion order (NFA Order). Dave has not received it back yet.

Bldgs. 2080,

Vertical extent well installed during week of 12/17/01. A SAR Addendum is in preparation.

Bldg 2115

A SAR Addendum was submitted to FDEP on 1/21/02. Has been reviewed. NFA order put together by Dave G. this week. Waiting for signature.

Bldg. 2273

Monitoring wells were resurveyed in December 2001. The SAR Addendum with recommendation for monitoring only will be submitted to FDEP during the week of 3/11/02. The Groundwater Sampling Work Plan, Rev. 4 which includes Bldg 2273 will be issued to the OPT the week of 3/4/02. The next groundwater sampling is scheduled for the week of 3/18/02.

McCoy Annex**Bldg. 7125**

County bug site. Probably needs a SAR Addendum. Monitoring wells were destroyed. No assessment done since the County did their work. **ACTION ITEM:** Dave G. to look for last year's source removal report.

Bldg. 7151

The third quarter MOP report is in preparation. Regulatory approval of the first quarter MOP report was received on 2/15/02.

Bldg. 7174

Old gas station. Post-active remedial monitoring plan has been approved, and Dave G. has issued a monitoring approval order. First round to be done in March.

Bldg. 7175

Final SAR Addendum submitted to FDEP on 11/30/01. Now waiting for FDEP review. Dave thinks MOP approval order sent out by Dave G. sometime in the last two weeks.

Bldg. 7241

Final source removal report (SRR) submitted to FDEP on 6/29/01. Still awaiting FDEP review. Dave G. will look into the status of this one. **ACTION ITEM** for Dave G. to look for this report.

SA 16

PAHs in sediment will be excavated for offsite disposal in March 2002.

OU 1

Next sampling scheduled for week of January 28. New contractor coming on board in March. Six of the monitoring wells have been destroyed by the Developer after being given permission. However, funding to resample these wells was delayed and the planned early resampling (December 2001) did not occur before the wells were destroyed. Remaining clusters are the perimeter ones that have been monitored. So this next monitoring round will be missing six wells (12 wells of the set still remain). Groundwater sampling from the remaining 12 monitoring wells was completed in late January/early February, and then the wells were abandoned. A report summarizing the results of the sampling will be submitted in May 2002.

OU 3

PAB subcontractor bids due this week; installation planned for week of March 25. Steve M. would like to excavate soil and spread the soil around the OU, SE of the wall. Wall excavation will be over 200 feet away from where the contaminated soil was previously removed. Dave G. agreed this was OK. No sampling required.

SA 36

Draft Decision document issued in February 2002. Replacement wells scheduled to be installed in March 2002. Also see SA 36 discussion below.

SA 39

An additional 960 gallons of veggy oil were injected into site wells in November 2001. Report on the September 2001 sampling event submitted to OPT in January 2002. A draft Decision Document will be issued in February 2002. Draft Decision Document issued in February 2002. Replacement wells scheduled to be installed in March 2002. Also see SA 36 discussion below.

SA 40

FDEP approved the draft final ESSR report on 2/15/02. Final report on hold. Awaiting Greg Fraley input.

OU 4

.Final design report (90% design) was issued by Tetra Tech in February 2002. Site clearing activities for the phytoremediation component of the remedial action began in February 2002. Planting for phytoremediation activities will occur in March 2002, and construction of the chemical oxidation system to treat the PCE source area is expected to begin in May 2002. The system should be completed in August 2002.

Herndon Annex**SA 2**

Funding has been approved, and continuation of the ORC in-situ bioremediation treatability study has been awarded.

OU 2

A Monitoring Program outline was presented at the October 2001 OPT meeting. Draft monitoring plan expected out in December 2001.

Dave G. also mentioned a well at the northern end of the site that was dropped from the HHRA because of high turbidity. Dave suggested that the well may be damaged and should be replaced. Steve M. noted that the monitoring plan includes means of addressing turbidity in groundwater at this end of the site.

The draft Proposed Plan was issued for review in December 2001. The draft ROD was issued on 2/22/02. The final monitoring plan was issued on 2/8/02. FDEP has tentatively accepted the selected remedy in the PP and the ROD (monitoring only). ROD probably can't be finalized until DOD and regulators have finished negotiating the LUC issues.

SA 17

Twenty-six additional injectors were installed during February. Additional injection of Fenton's chemicals by CH2M HILL occurring now (today)

SA 18

Contaminated soil exceeding SCTLs has been excavated from the site. Steve T. had planned for about 1000 tons. Steve T. now preparing a tech memo for Steve M.

SA 52

Just awarded. Quarterly sampling of groundwater with overdevelopment will now continued. Work pending.

SA 54

Steve T. will start clearing the trees next week. Taking out top two feet and replacing soil.

Study Area Status

Steve M. suggested adding the number of sites that have been remediated to the UST/IR update report.

Transfer Update

Barbara awaiting a letter from EPA on SA 36, SA 39, and SA 40 addressing the closure of the clean soil areas. Expect it next week, allowing transfer of the soil areas and leaving the groundwater for later.

Tier II Update (Flip)

Scott Newman will be taking over for Flip. Tier II met in Orlando a couple of weeks ago. Scott was introduced to the team. Heard from FDEP that their travel budget is shrinking. Out of state travel in jeopardy. LUC control issue still no apparent movement. Navy policy on 5-year reviews. Guidance document coming out.

Action Item: Scott Newman to follow up on the 5-year review policy.

OU4 Update

Barbara distributed reply to OU4 letter from Mayor Hood. Mayor Hood had requested an update. Reply went out this past Friday.

OU4 Site Walk. Clearing for poplars almost completed.

Returned about 3:50PM from the site walk.

RAB Presentation

Brainstormed about potential questions from folks coming to tonight's RAB. Questions included can I swim in the lake, can I eat the fish, are we sure contaminated water is not entering the

lake, how often is the lake sampled, why will it take 40 years to clean up the site, can't we speed that up.

7 March 2002

Training

"Celebrate What's Right With the World" After the video, we talked about what experience we've recently had that we approached with low expectations, but things ended up turning out great. Coping: Positive attitude, get the facts, be objective, make a plan, take action, and prepare for success.

OU2 Steve M. and Allan J.

Issued final monitoring plan a couple of weeks ago. Steve M. talked about the construction of new wells in areas where there were some turbidity issues. Installed 1-inch well with a pre-packed sand pack (30/45 sand), and then added an additional sand pack around it. Looks like most of the wells started out at greater than 1000 NTUs, but after development most dropped to less than 5 NTU, with only a few still high. Expect that with further development, the turbidity will drop further in these wells.

Developer Update -

This discussion focused on the replacement well locations at SA 36 and SA 39.

In the next week or so they will be ready to re-install the wells at SA 36 and SA39. Steve M. and Allan J. provided input to Jennifer Ottoson to fill some site screening data gaps for SA36. Dave T. felt the wells located on lot lines might be a problem for access. We need to try and get the wells on sidewalks and roadways for access purposes, rather than right on the lots. Problems with wells OLD-36-09CR and OLD-36-13AR, OLD-36-14BR, and OLD-36-15CR. John C. said that if they can sell these lots (with the groundwater restrictions) right away, conceivably they could start building in July 2002. John doubts he could build a house if there's a MW on the lot. Steve T. asked if we could install OLD-36-15CR and abandon it after the lot sells. (Answer: Yes) Wells OLD-36-13AR & OLD-36-14BR can be moved down to where well OLD-36-16CR is located. Well OLD-36-09CR will move to the SE into the road near the Lot 9 & 10 boundary. Dave G. wants to make sure the new wells are close enough to the injection points that we'll be able to see the effect of injection.

We will need current ground surface elevations so we can tell the driller how many feet below land surface to drill so we know the well screens will be set at the correct depths. Dave T. suggested that they will survey the land surface elevation when they go out to drill and then calculate how deep they will need to drill in order to get the screen at the desired elevation.

All agreed that the above well locations were OK.

Next we looked at SA 39. Wells OLD-39-04AR, OLD-39-05BR, and OLD-39-06CR are where the multi-family building is going. These should move due west along the Lot 287 property line into the alley that runs north-south into the parking area. Add another cluster of B and C wells at old well OLD-39-29C and OLD-39-30B locations. And at replacement well locations OLD-39-

15AR, OLD-39-16BR, and OLD-39-17CR delete the A-interval well and only install the B and C wells. We'll also delete well OLD-39-18AR in favor of just B and C wells in that location.

Paving will begin at SA 39 next week, so the wells can go in after that.

All agreed to this new arrangement.

Action Item. Steve T will provide revised maps with a table of screen elevations for each well, and include a set of well construction specifications.

Steve T. will have someone doing oversight during the installation of the new SA 36 & SA 39 wells to make sure the well screens are set at the correct elevation.

Dave T is also working with the City on the park near OU1. He will need to prepare a work plan for that work, so he presented a summary of the planned work for our input. There will be 3 to 5 feet of clean soil above the SA 39/40 dirt. All utilities will be above the SA 39/40 soil. Therefore there will also be no penetration of the original landfill cap.

SA 36/39 OPS Determination

We tied in Greg Fraley by phone. Allan Jenkins began with a presentation for SA 36. Showed guidance documents used for OPS evaluation, and then showed tag maps for the A, B, and C zones that showed the TCE concentration trends. GW velocity in zone A is about 64 ft/yr without retardation. GW velocity in the C zone is only about 11 ft/yr (very little gradient). In summary, TOC has increased in each zone, DO very low, sulfate begin consumed, hydrogen increased greatly in all zones, NA scoring for each zone (19, 27, 25 for A,B,C) are "adequate" to "strong" for NA evidence, TCE decreased, cis-DCE and chloride increased, ethane/ethene/methane have increased by orders of magnitude since vegetable oil injection. This presentation will be in the OPS determination report to USEPA. Greg F. Stated that he believed the definition of OPS involves showing remediation is operating as designed, and will achieve the level of performance that is specified in the Decision Document. Allan J. said yes, this will be explained in better detail in the final report. Greg F. asked if we know enough about these injections to compare actual results to what would have been expected. For instance, if we expected a 30 percent increase in something, can we say we got that? Greg will also send some guidance for developing an exit strategy. Not necessarily required for the OPS report

Action Item: Greg will send us his definition of OPS, and exit strategy guidance.

Question: How is the FOST for ???? (The missing info was never resolved – MJS 4/18/02). Greg said it was very good. Go ahead with it.

Action Item: Team needs to review the draft Decision Document for SA 36 that has been issued.

Next we jumped to SA 39. GW flow estimated at 12 ft/yr. Effects of veggy oil injection may take longer to show up than at SA 36. Team agreed to jump directly to the data, as time was running short. Veggy oil only injected in A & B zones. PCE is COC. In summary, PCE has dropped near the treatment zone, DO dropped to below 1 mg/L, ORP is negative, sulfate has dropped and sulfide increased, methane increased sharply, ethane/ethene constant, little effect

in the C zone, scores for B zone are 12 to 24 (limited to strong NA evidence), zone A only increased 11 to 12 (limited).

Barbara asked how long it will take EPA to review the OPS determinations? Greg wants to make sure the format is correct, and that as a team we set it up properly so it flies through the review process. If done right, he doesn't see that we'll have a problem. Once done, Greg figures it will take 30 days max.

Dave G. feels weight of evidence at SA 36 is compelling. SA 39 is more unclear. Dave does not plan to send the OPS determination off for review to senior FDEP staff. But Dave will take another look at it.

Steve M. asked John Classe what his schedule constraints are? John said that SA 39 will be paved later this month, and lots finished and available to sell. Most of the GW area is the multi-family site that is now waiting for permit review. If the site is delayed for transfer, it will probably cause this development to go on hold. This would be a significant impact.

For SA 36, should be done in June. Several lots impacted by the plume.

For both SA 36 & SA 39 we need an OPS determination and then a FOST addendum.

Allan asked Greg if we need to predict (via modeling) when we think we'll achieve GCTLs? This would impact the schedule for issuing the OPS tech memo. The consensus was that a formal model (such as BioChlor) would not be required, but a general prediction of when GCTLs would be achieved (such as 12 or 18 months) might be.

Steve M. will proceed with SA 36, but hold on SA 39 at least until we get the next round of GW data. **Correction**-let's focus on bolstering the argument for SA 39 and not necessarily wait for the new wells. But we'll also try and get SA 36 done too.

John C. reiterated that his whole redevelopment program was based on remediation being done by June. Now it looks like he might get SA 36 by June, and SA 39 by August or September. He's spent millions of dollars, and he needs to get things sold to generate some revenue. These delays will be significant. Please help.

CRITIQUE/CHECKOUT/AGENDA

+’s	Δ’s
OPS Determination for SA 36/39***	Printer & copier failure
Training	Need some new equipment
Snacks	

FUTURE MEETING SCHEDULE

March 6, 7 – Orlando (RAB on March 6)

April 23, 24 – Charleston, SC (beginning at 1 PM, ending at noon on 4/24) **NOTE:** This meeting location is tentative pending FDEP decision on out-of-state travel.

May 16 (Thur) is RITS in Charleston. (After some discussion it was decided not to reschedule the April OPT to try and coincide the meeting with this seminar.)

June 5,6 – Orlando (RAB on June 5)

July 23, 24 – **Atlanta** (per email from Steve M. on 3/22/02).

September 4, 5 – Orlando (RAB on Sept 4)

ACTION ITEM SUMMARY
January 2002

ACTION ITEMS (CARRYOVER)

1. **Dave G.** to present the OU2 Proposed Plan (monitoring only) to his management.
Done in March 2002. Management (Tim Barr & Jim Crane) OK with it, but still needs to go higher up.
- Open* 2. **Greg F.** to forward OU2 Feasibility Study to subcontractor (Gannett Fleming) for review. **No update; Greg F. not here today.**
- Done* 3. **Steve M.** to issue a revised OU3 work plan, along with the one-page fact sheet requested by Barbara N. **Work plan not out; fact sheet done.**
4. **Barbara N.** to contact GOAA and discuss plans for the drainage ditch that intercepts the GW plume coming off OU2. Dave G. concerned that we are relying on the ditch to intercept the plume, yet the ditch is not on Navy property and we have no control over it. For example, we believe GOAA is planning a large detention basin in the vicinity of the old ordnance bunkers. How will this affect GW flow? Also, need to make sure they are aware of the contamination migrating to their property (the ditch). Navy would be looking for an agreement with GOAA to ensure no changes to the drainage ditch in this portion of the site. **Barbara has contacted GOAA, still waiting for a reply. (LEAVE OPEN).**
- Open* 5. Golf course appears to be doing work in the vicinity of areas shown as requiring additional soil cover on TtNUS Figure 5-1. **Barbara N.** will speak to the golf course to discuss allowable activities. In particular, work was being done around Area 2. **Barbara waiting for a reply (LEAVE OPEN).**
- Open* 6. **Dave G.** and **Barbara N.** to pursue deed language from City of Orlando and the Navy to add LUCs to the deeds for park properties originally transferred to the Dept. of the Interior. This past fall the DOI signed the sites over to the City of Orlando without LUCs. **Barbara will be sending FDEP a letter, saying Navy working on it.**
7. **SA 40 antimony in groundwater:** *Open* **Steve M.** to send copies of the SA 40 report to Dave G. and Greg F. **DONE Steve T.** to research the old meeting minutes to determine what decision was made on this site regarding the antimony in groundwater. The wells with the elevated antimony were sampled in April 1996. **Still open, but Dave G. looked it over, presented to Tim Barr, and FDEP will agree that antimony is due to turbidity in well. Greg Fraley will still need to weigh in. STILL NEED INPUT FROM GREG FRALEY. Steve M. will delay final report. Greg F. has the draft still to review.**
8. **Action Item: Steve T. and Barbara N.** will work to prepare the contents of an MOU between the Navy, Army, and FDEP describing how LUCs will be maintained at SA 54.. **Waiting to have meeting with the Army. Started the call; waiting for reply. Exchanging voicemails.**

ACTION ITEMS (Completed in March)

1. **Steve T.** to send Steve M. irrigation design for OU4. **Done**
2. **Barbara** requested a large figure (suitable for RAB and OPT meetings) showing location of all UST locations. **Nick U.** agreed. **Steve M. will have this done for the next RAB for Barbara and Wayne. Done**
3. **Steve M.** to issue a revised OU3 work plan, along with the one-page fact sheet requested by Barbara N. **Work plan not out; fact sheet done.**
4. **Steve T.** to look at FDEP sign rule and determine if signs need to be updated at OU4 and Herndon Annex. Use the phone number of SDIV's Public Affairs officer as the point of contact on the signs. **Done. But according to rule, it's now Dave Grabka's phone number. New signs at OU4, extra's for McCoy, treatment signs too. FDEP now reviewing the sign rule.**
5. **Dave G.** also will discuss these issues with FDEP staff to make sure they would be willing to accept a remedial alternative that relies on the GOAA ditch. **Done. OK with it, same as OU2 PP.**
6. **Steve M.** to prepare a tech memo for OPS determination for SA 36 and SA 39. **Barbara N.** will speak with Cliff Casey to get USGS imaging data of veggy oil distribution for the memo. **Steve M.** will also look for a sample OPS submittal that TtNUS has prepared for Cecil Field. This tech memo to be written before next OPT meeting. **Done & done. Steve will be discussing as an agenda item.**
7. **Barbara N.** to determine if a decision document is needed for the clean portions of SA 16, SA 18, SA 39, and SA 40. Have we previously prepared decision documents for sites where we performed some kind of remediation (for example, an IRA for soil) and then transferred without restriction? Or do we just sign off on the site screening report? **Done. We need decision documents. Steve M. will be preparing them. Looks like we'll need one for SA 40; others are done (drafts)**
8. **Action Item: Dave G.** to forward his Orlando document log to Steve M. and Wayne H. **Done. Steve M. has a draft list of draft documents, outlining what's outstanding and where it is.**
9. Need response from FDEP for treatability study (sparge system) at Bldg 2080. Nick U. will check with Paul and reissue treatability study as necessary. SAR had been put together, reviewed and comments provided, SAR addendum for Bldg 2080 will be necessary. Action Item: Tetra Tech to submit SAR Addendum. SAR Addendum submitted, but haven't heard back from FDEP. Still open awaiting resolution related to new monitoring well.

Update: Dave G. can't find evidence of a treatability study being submitted. Vertical extent well installed. SAR Addendum still being prepared. Dave G. still has no evidence of a treatability study submittal. Based on Dave's review of the SAR, all we needed was a vertical extent well. Meets default NA parameters. Looks like no treatability study will be necessary.

ACTION ITEMS (NEW - TO BE DISCUSSED IN APRIL)

1. **Dave G.** to look for last year's source removal report for Building 7125.
2. Final source removal report (SRR) for Building 7241 submitted to FDEP on 6/29/01. Still awaiting FDEP review. **Dave G.** to look for this report.
3. **Scott Newman** to follow up on the Navy's new 5-year review policy.
4. **Steve T.** will provide revised maps for SA 36 and SA 39 with a table of screen elevations for each replacement well, and include a set of well construction specifications.
5. **Greg F.** will send us his definition of OPS, and exit strategy guidance.
6. **Team** needs to review the draft Decision Documents for SA 36 and SA 39 that were issued by Steve M. on February 22, 2002.

**ORLANDO PARTNERING TEAM
PROPOSED AGENDA
23-24 April 2002 Orlando, FL**

Team Assignments		Support	Expected guests
Team Leader:	Steve McCoy	Wayne Hansel	Allan Jenkins
Gate/Timekeeper:	Dave Grabka	Scott Newman, Tier II	
Recorder:	Mark Salvetti		
Facilitator:			
Tier II Link:	Scott Newman		

Time	Subject	Objective	Lead
Tuesday – 23 April 2002			
12:30PM	Check-In, Action Item Review	Administration	SM
1:15	UST/IR/Transfer Update	Information transfer	SM/BN
1:45	Tier II Update	Information transfer	Scott Newman
2:15	OU4 Phyto Update	Information transfer	ST
2:30	BREAK	Leg stretch	
2:45	SA36/SA39/SA40 (incl. Decision. Doc. discussion)	Information/Discussion	Team
5:00	End of Day		

Time	Subject	Objective	Lead
Wednesday – 24 April 2002			
8:00	Training "Who Moved My Cheese?"	Get smart!	
9:00	Petroleum Discussion	Information transfer	WH
9:30	SA17 Update	Information transfer	ST
9:45	BREAK	Recharge batteries	
10:00	OU2, OU 3, OU 4 update	Information transfer	SM/ST
11:15	Checkout/ next month's agenda/ (+/-)	Information transfer/discussion	ALL
12:00	End of Day		

In accordance with discussions during Training in September 2002, here are the ground rules (Code of Conduct and Process) to review prior to the next meeting. Are changes needed to bring the Team up to date??

GROUND RULES

Code of Conduct

- Allow speakers to complete their thought.
- Be forthright (no hidden agendas)
- Be on time (10 cents per minute to be given to person who purchased refreshments).
- Invoke the 100 mile rule (avoid distractions; i.e., conducting non-OPT business).
- Be open and honest.
- Be professional.
- Bring Teammates up to speed.
- Use I statements.
- Be courteous to the speaker; no side conversations.
- Leave your ego and "business coats" at the door.
- Stay for the hard parts.
- Fix the problem, not the blame.

Process

- Team leader, Timekeeper and recorder rotate alphabetically progressing in this order: timekeeper, recorder, team leader, participant.
- Check-in: personal up-dates; read ground rules; review agenda, ground rules, action items and +/-.
- Proxy: Absent members have the discretion of designating a proxy to represent his/her views at the meeting. The OPT will not deliberately make a decision contrary to an absent member's known views or interests.
- Guests: All guests must be invited by the OPT. The sponsor is responsible to brief guest(s) on the OPT meeting process.
- The Team Leader to confirm that the sponsor has briefed guest(s) on the ground rules. If not, then provide guest(s) with overview of ground rules.
- The OPT and guest(s) shall recite the Ground Rules immediately after the Team Leader calls the meeting to order.
- Close-out: Draft agenda for next meeting; critique meeting; review action items.
- Distribute draft of minutes and Agenda within 7 working days of concluding the meeting. A master copy of the minutes will be maintained and rotated with the recorder.
- Comments or acknowledgment of receipt due back to scribe 7 days after receipt of draft.
- Final minutes and agenda distributed 7 working days before next meeting.
- An action item list with due dates will be maintained and updated monthly.