

Agenda

Process Standardization Working Group Meeting

Thursday, January 16, 2003, 9:00 a.m. – 4:00 p.m.

LOCATION: GCSECA, 120 North 44th Street, Suite 100, Phoenix, AZ

Topic	Lead	Anticipated Outcome	Att.
1 Welcome, Introductions, Sign-In, and Approval of Minutes	Tony Gillooly	Mr. Gillooly will welcome participants to the full group session of the Process Standardization Working Group meeting. A sign-in sheet will be circulated. Participants will introduce themselves. Minutes from the October 17, 2002 meeting will be approved.	
2 Unresolved issues discussion. Look at the "Job Jar" to Scope priorities for future work.	Tony Gillooly	2 hour discussion Action Item: Review postponed items and issues lists for a laundry list of tasks our company would like to visit.	
3 Where does the PSWG go from here? What is the scope of our group now? How many times per year, should we meet? Task Teams needed? How does each company feel about future participation?	Tony Gillooly	2 hour discussion "Form, function and methodology". Prepare the PSWG's vision of future meetings to present to the Utility Director.	
4 Meeting Evaluation	Tony Gillooly	The group will provide feedback.	
5 Set Next Agenda and Future Meeting Times	Tony Gillooly	The group will set the next agenda.	
6 Adjourn Meeting	Tony Gillooly	The meeting will be adjourned.	

Any of the above agenda items may be voted on and approved as a standard by the PSWG