



Site Name Decision Meeting 2 Agenda and Minutes



Meeting Date:		Time:	
Facilitator:		Recorder:	
Location:			

Meeting Mission:

This agenda provides information, guidance, and a method for conducting Decision Meeting 2. The primary objective of the meeting is to decide whether the site should proceed with detailed design activities.

1. The STOIC (USMC site) or SM (Navy site) is responsible for scheduling the meeting. The meeting should occur not later than 72-business days prior to start of cutover at the site.
 - For USMC sites, the date of the meeting should be coordinated with the PM NMCI Transition Team.
 - The CCOC should also be invited to attend the meeting via a teleconferencing bridge.
 - If the meeting is not held when scheduled, the EDS RM will determine whether or not to submit an SCR.
2. Meeting representatives include:
 - Government
 - STOIC, CTR, SIL, RCOR (USMC), and Claimant, when appropriate, are required attendees.
 - MCTOIC, RILs, and Command G-6/N6 attend when appropriate.
 - Other attendees may include ROICC, IT/SMEs, PMO Facilities, and Public Works Officer.
 - EDS
 - SM, STM, LADRA POC are required attendees.
 - Account and RM attend when appropriate.
 - Other attendees may include IPM/BNOM, EDS Teaming partners.



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Documents on hand

Milestone Description	Complete (Yes/No)	Comments/Agreements
<ul style="list-style-type: none"> Completed machine to wall plug mapping 		
<ul style="list-style-type: none"> Approved Task Order(s) for CLINS 1-4 and CLIN 23 network devices 		

Input Description	Who Provides for the Meeting	Agreement/Documentation	Completed (Yes/No)
<ul style="list-style-type: none"> Proposed Site Segment Deployment Plan document (Divides the site into deployment segments for DM3 lock-down and seat deployment. Each segment has its own cutover start milestone.) 	<ul style="list-style-type: none"> STM (coordinated with input from STOIC/CTR and site customers) 		
<ul style="list-style-type: none"> Initial user to application mapping document 	<ul style="list-style-type: none"> Navy CTR USMC STOIC/CTR 		
<ul style="list-style-type: none"> Site Rationalized Application List(s) (For all claimants and commands at the site) 	<ul style="list-style-type: none"> Navy CTR USMC STOIC/CTR 		



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Agenda:

Item Category: A - Action C - Complete D - Decision N - Note R - Action rolled over

Nbr.	Topic	A/C/D/N/R	Time Frame	Start Time	Responsible
1	Agenda Review				
2	Site LADRA Schedule				
3	Site Segment Deployment Plan				
4	Detailed Site Design				
5	Lock down Points				
6	Meeting Wrap-up				

Annotated Agenda & Minutes:

Topic 1. Agenda Review

Topic 2. Site LADRA Schedule

Purpose:	
Expectation:	
Discussion:	

Topic 3. Site Segment Deployment Plan

Purpose:	
Expectation:	
Discussion:	

Topic 4. Detailed Site Design

Purpose:	
Expectation:	
Discussion:	



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Topic 5. Lock down Points	
	<ul style="list-style-type: none"> CLIN (Machine) to wall plug locations will be locked for each segment 72 business days prior to that segment's cutover
	<ul style="list-style-type: none"> Rationalized list of Legacy Applications*
	<ul style="list-style-type: none"> CLIN 1-4 and CLIN 23 network devices quantities and location will be locked for each segment 72 business days prior to that segment's cutover
	<ul style="list-style-type: none"> Site Segment Deployment Plan locked and incorporated into the Site Transition Schedule (PIV)
	<ul style="list-style-type: none"> Protected Distribution System Design

Future Decision Meeting Schedule

Date	Time	Location	Facilitator/Scribe

Future Agenda Item(s)

Agenda Item	Planned Date(s)	Priority	Time	Responsible



Action Items

Open Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

Closed Action Items

AI Nbr.	Create Date	Action Item	Assigned	Target Date

Issues/Decision Log

Nbr.	Open Date	Issue Description / Status	Assigned	Target Date