



## Site Name Decision Meeting #3 Agenda and Minutes



Meeting Date:		Time:	
Facilitator:		Recorder:	
Location:			

### Meeting Mission:

This agenda provides information, guidance, and a method for conducting Decision Meeting 3. 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 38-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
• LADRA completed		
• USMC Network Cutover		
• Quarantine/Kiosk Plan established per segment		
• Printer Deployment Plan per segment		
• Final OCM data submitted by site/segment		

Input Description	Who Provides for the Meeting	Agreement/Documentation	Completed (Yes/No)
• OCM data submission by site/segment	<ul style="list-style-type: none"> <li>• Navy CTR or Claimant as appropriate (coordinated with STM)</li> <li>• USMC STOIC/CTR</li> </ul>		
• Proposed Seat Deployment Schedule for users in segment	<ul style="list-style-type: none"> <li>• Navy CTR or Claimant as appropriate</li> <li>• USMC STOIC/CTR</li> </ul>		
• Proposed Quarantine/Kiosk Plan by site/segment	<ul style="list-style-type: none"> <li>• Navy CTR or command representative</li> <li>• USMC STOIC/CTR</li> <li>• EDS SM/STM</li> </ul>		



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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	Seat Deployment Schedule (per segment)				
3	Printer Matrix to NOC				
4	Quarantine/Kiosk Plan (by site/segment)				
5	Lock down Points				
6	Meeting Wrap-up				

**Annotated Agenda & Minutes:**

<b>Topic 1. Agenda Review</b>
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<b>Topic 2. Seat Deployment Schedule (per segment)</b>	
Purpose:	
Expectation:	
Discussion:	

<b>Topic 3. Printer Matrix to NOC</b>	
Purpose:	
Expectation:	
Discussion:	

<b>Topic 4. Quarantine/Kiosk Plan (by site/segment)</b>	
Purpose:	
Expectation:	
Discussion:	



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Topic 5. Lock down Points	
	<ul style="list-style-type: none"><li>OCM data by segment</li></ul>
	<ul style="list-style-type: none"><li>Seat Deployment Schedule by segment</li></ul>

### Future Decision Meeting Schedule

Date	Time	Location	Facilitator/Scribe

### Future Agenda Item(s)

Agenda Item	Planned Date(s)	Priority	Time	Responsible



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**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