System Personnel Training Standard Drafting Team

June 29, 2007

WebEx/Conference Call Notes

Attendees

John Taylor	Rick King	Ray Gross
Jim Bradley	Ed Seddon	Dave Folk
Mike Gammon	Geoff Elmer	Linda Clarke

1. **Introductions & Meeting Objectives**

   John Taylor reviewed the agenda and explained that the goal of the WebEx was to finalize the Reference List, complete the Response to Comments, and develop the Comments Form for the second posting of the standard. John also reviewed the Antitrust Compliance Guidelines.

2. **Reference List Review**

   The SPTSDT reviewed the Reference List and decided to group the references into two areas: the SAT process references and the performance requirements references. The group determined that the list of references in the performance requirements area were not acceptable. John Taylor agreed to draft a customized reference and distribute it to the group for their review by July 6, 2007. The group will discuss this reference document at the next meeting.

3. **Response to Comments**

   The group also reviewed the revised responses to comments that resulted from the significantly revised standard. The team added responses, where necessary. The comments are complete with the exception of the compliance section.

4. **Comment Form Development**

   The group reviewed the list of candidate questions that were submitted in advance of the meeting. The review resulted in four questions. Linda will prepare the comment form with these four questions for review by the team at the next meeting.

5. **Remaining Steps**

   The SPTSDT discussed the remaining steps, which include reviewing the reference document on performance requirements and performing a final review of all documents associated with the second draft of the standard.

6. Date & Time for Next Meeting

The SPTSDT will hold its next WebEx conference on July 11, 2007 from 10 a.m. to 1 .pm. EDT. The WebEx/conference call information and meeting materials will be distributed to the team in advance of the meeting.