DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate for Information and Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503

1. TITLE	2. IDENTIFICATION NUMBER
REPORT, RECORD OF MEETING/MINUTES	DI-ADMN-81505

3. DESCRIPTION/PURPOSE

The report is a record of the proceedings of any specified meeting. The Meeting Minutes will be used by appropriate government and contractor personnel as a record of the deliberations and actions resulting from meetings related to performance of work under a contract.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
951120	N/PMS400G35		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This data item can be used for any Programs/Projects requiring formal documentation of meetings of any type, i.e.,audits, design reviews, etc.

7.3 This data item may be used in conjunction with "Agenda, Conferrence".

(Continued on Page 2)

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		N7175

10. PREPARATION INSTRUCTIONS

10.1 Format. The report shall be presented in contractor's format.

10.2 Content. The report shall contain a title page which specifies the following:

a. Date of report/meeting.
b. Title - Type of meeting (study contract, audit, design review, etc.).
c. Title of Program/Project.
d. System/equipment identification and number.
e. Contract number and/or procurement request number.
f. Signature(s) - contractor (supporting activity) Project Manager or designated representative.

10.2.1 The report/minutes shall incude, the following sections:

10.2.1.1 An introduction which shall include:

(Continued on Page 2)

11. DISTRIBUTION STATEMENT

Distribution Statement A. Approved for public release; distribution is unlimited.

Block 7, Application/Interrelationship (Continued)

7.4 This DID supercedes UDI-A-23083A.

Block 10, Preparation Instructions (Continued)

a. Statement relating to the purpose/objective of the meeting.
b. The original agenda/revisions thereto. (This may be accomplished by reference to attachment/enclosure)

10.2.1.2 Administrative data which shall include:

a. Date and location of the meeting.
b. Agency under whose direction the meeting was convened.
c. Name and title of the chairman or co-chairmen.
d. Name and title of persons attending.

10.2.1.3 Information covered during the meeting, including as appropriate, such items as:

a. A description and/or listing of the material and documentation, if any, discussed/reviewed during the meeting.
b. Specific statements relating to changes, deletions, modifications, etc., discussed/reviewed during the meeting, including:

(1) A description of the change/modification required.
(2) The reason for the change/modification.
(3) The agency responsible for preparing change proposals, if required, necessary to effect the change/modification.

10.3 Each item discussed/reviewed during the meeting shall be presented in the following order:

10.3.1 Item. A brief statement identifying the item or problem.

10.3.2 Discussion. A summary of pertinent information associated with the item.

Block 10, Preparation Instructions (Continued)

10.3.3 Recommendations. A list of both the Project/Program Manager's and the contractor's recommendations.

10.3.4 Action. A brief statement of agreements reached, action(s) required by the Program/Project Manager or the contractor, identity of the personnel or activity assigned responsibility for taking and/or coordinating required actions, contractual action, if required, and all key dates.

10.4 Media Requirements. Unless otherwise stated on the Contract Data Requirements List (DD Form 1423); the report/minutes shall be typewritten on 8"x 10 1/2" white paper. Charts, graphs, drawings, lists, sketches may be included, if necessary, to support or clarify the text of the report/minutes. Oversize material shall be one-way foldouts. All material presented shall be sufficiently clear and sharp for further reproduction if required. All pages and supporting material shall be securely bound together.