

Franke, Mark

From: Franke, Mark
Sent: Wednesday, October 14, 2009 4:53 PM
To: Carrion, Robert; Lake, Louis
Cc: Sykes, Marvin
Subject: SIT debrief agenda template

Lets use this as a template for future debriefs.

Feel free to suggest revisions, but we will probably find a more formal aganda helpful, particularly later on as issues develop.

1. Meeting Purpose
2. Introductions
3. Brief Summary of Plant Status and Major Licensee Activity
4. Charter Itemized Review (status, conclusions, or plan for each item)
5. Team Recommendations: (1) Continue SIT, or AIT needed?, (2) PN needed (IMC 1120)?
6. Team's Other Recommendations, if any (charter scope, manning, support, etc.)
7. Upcoming SIT Schedule summary
8. Conlude Brief
9. Open for Questions

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