PTSOP minutes – April 17, 2020

Attendees:
Nicole Cairns
Susan Jackson
Eric Smith
Reggie Morgan
Shawn Kassner
Absent:
Stacie Crandall

Documents distributed prior to the meeting –

- PTSOP Minutes 3.14.20
- Provisional-SOP 4-107rev2 – track changes – approved 1-23-2020
- fopt-sop 20190903
- PTPEC SOP 4-101_CCK
- SOP 4-101 – ES draft 8.16.19
- SOP-6-100-Rev0-Draft_200406
- SOP-6-100-Rev0-clean_draft

Meeting was called to order at 1:00 PM (Eastern Time)

1. Minutes from 3/14/20 were reviewed. Shawn motioned to approve the minutes from 3/14/20. Nicole seconded the motion. The motion was voted on and approved by all present.

2. SOP 4-107 review –
   b. Updates made to section 9.3.2, 9.4.2, 10, 12, and 16. In addition to track changes, these edits are highlighted blue.
   c. Nicole motioned to this draft with the edits made, and Reggie seconded the motion.
   d. Voting by subcommittee members to take place via email before the next meeting.
   e. Eric will then forward the approved draft to PTPEC if the vote passes.

3. PTPEC SOP 4-101_CCK
   a. Discussed further how to proceed with reviewing this draft for adequacy and against fopt-sop 20190903, SOP 4-101-ES draft 8.16.19, and SOP-6-100-Rev0-Draft to make sure no information was lost and necessary information added.

5. Meeting adjourned at 1:35 p.m.

Respectfully submitted
Eric Smith