P, I, PLAN, DOI: Reference	Title: SHARP TEAM SYSTEMS Agenda			Document Number: ENG-REF-0026A	
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SHARP Team Agenda Checklist

Per ENG-I-0026 the following topics are to be discussed as agenda items at each meeting

Routine Agenda Items:	**Updated findings/actions to:**
☐ Previous Meeting Minutes	Release minutes upon approval
☐ Maximo Condition code 1 and 2 Updates	Updates to Maintenance Management
☐ TAL 2 Item Discussion	Update TAL2 as appropriate
☐ TAL 3 Item Discussion	Review TAL 3 prior to ERB presentation
☐ SHARP Team Action Tracker (STAT) items	Update SHARP actions
☐ Health and Readiness Workbook updates	Update based on team input
☐ Long Range Planning (LRP) Priorities	Update LR Planning Dept
☐ New and Emerging Business	
☐ Review New EWRs for Technical Concurrence	
☐ RCM recommendations	
☐ DE-10SS review process	

Per ENG-I-0026 the following topics are to be discussed as presented to the team

Non-Routine Agenda Items:	**Updated findings/actions to:**
☐ New OMEU Activity for approval at CCB	Updates to Configuration Management
☐ Maximo Maintenance Plan changes	Updates to Maintenance Management
☐ Review Facility Condition Assessment (FCA)	Updates/Comments to Planning
☐ Vertex Data review	Updates to LR Planning office
☐ Deferred Maintenance review	Updates to LR Planning office
☐ PT&I Findings and requirements	Updates to SHOP WONS
☐ Energy Office ECMs	Updates to Energy Office
☐ SPCC findings	Updates to SHOP WONS and supervision
☐ PVS Certifications	Updates to SHOP WONS and supervision
☐ Inspections	Updates to SHOP WONS and supervision
☐	

Meeting Minutes information:

☐ Minutes documenting discussion topics to be released by SHARP team lead to SHARP team site and Tech Docs via Lynda Bryson. Delete from SHARP team site after 1 year.

☐ All meeting actions to be tracked using the SHARP Team Action Tracker (STAT) found on SHARP Sharepoint site: https://sp.ksc.nasa.gov/isc/FSEU/SME/SHARP_Teams/Site%20Pages/Home.aspx

☐ Meeting minutes to contain overall system health and readiness score for Workbooks maintained as well as totals of Condition 1 and 2 tracked items.

☐ System Health Score: Team XXX, Workbook: XXXXXXX Overall Health Score: XX.X Readiness Score: XX.X

Total Condition code tracked items: Code 1: XX Updated: XX, Code 2: XX Updated: XX