

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 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 Conference Minutes	2. IDENTIFICATION NUMBER DI-ADMN-81250A
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3. DESCRIPTION / PURPOSE

3.1 Conference minutes provide documentation of technical information provided, and decisions and agreements reached, at meetings.

4. APPROVAL DATE (YYMMDD) 931001	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/ESC/EN-4	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
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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 DID supersedes DI-ADMN-81250.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER F6969
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10. PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable.

10.2 Content. The minutes shall include the following information:

- a. A title page containing the following:
 - (1) Title - type of meeting and date.
 - (2) Identification of the acquisition (system, equipment, contract number) for which the meeting was held.
 - (3) Space for signatures of the designated representatives of the contractor and acquisition activity.
 - (4) The name of the contractor and address to which the acquisition activity should acknowledge receipt of comments.
- b. The purpose and objective of the conference.
- c. The conference location.
- d. A summary of the discussions, decisions, agreements reached, and directions of the conference or individual subcommittees thereof.

(Continued on Page 2)

11. DISTRIBUTION

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Block 10, Preparation Instructions (Continued)

e. A list of attendees by name, rank, rate, grade or position, activity represented, activity code, and phone numbers as appropriate.

f. Action items resulting from the conference.