



American Concrete Institute

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Concrete — A Century of Innovation

AGENDA

318-0S- Spanish Translation – Task Group

Wednesday, October 27th, 2004, 8:30 a.m. – 11:30 a.m
Union Square 3 – Hilton San Francisco
San Francisco, California

[Please mark the attendance sheet and check the accuracy of the contact information]

- 1. WELCOME, APPROVAL OF AGENDA, MINUTES AND ANNOUCEMENTS**
- 1.1 Approval of Agenda**
Additional agenda items if any will be announced and the committee members will be asked to approve the agenda.
- 1.2 Approval of Minutes**
The committee is asked for approval of the minutes of the spring 2004, Washington DC meeting. The approved minutes will be posted in the document library of 318-0S committee page at: <http://www.concrete.org>
- 1.3 Announcements**
The chair will make any necessary announcements of concern to the committee.
- 1.4 Membership**
Exhibit 1.4a is the current roster of the committee.

2. STATUS OF SPANISH LANGUAGE TRANSLATION OF 318-0S-2**Background:**

In Fall 2003, Boston it was decided that the most current draft of 318-0S Task Group would be distributed to the participants of the 2nd International Workshop, March 12-13, 2004, Washington DC.

In Spring 2004, a draft 318-0S-02 was completed that incorporated the first four letter ballots of the Task Group, and it was distributed to the participants of the 2nd International Workshop, March 12-13, 2004, Washington DC. In addition, a Glossary of English terms and Equivalent Spanish terms was also produced and distributed. Both the documents were well received by the attendees. The workshop participants were requested to provide input for revising the Draft 318-0S-02 and the Glossary.

In August 2004, the conversion of the first draft of the 318-0S-02 into Microsoft Word, including all voting issues approved by the Task Group to date, was complete and distributed to the Task Group (via the ACI website). A soft (no-protest) ballot of this final document was conducted with a canvas date of September 15, 2004. Results of the soft ballot will be discussed.

ACTION: Ken Bondy and Luis Garcia to update the committee on the Status of 318-0S-02.

3. ENGLISH/SPANISH GLOSSARY FOR 318-S**Background:**

The draft copy of the 318-0S Glossary was distribution to the participants of the 2nd International Workshop.

In Spring 2004, Ken Bondy requested the participants of the workshop to provide input.

ACTION: Luis Garcia to update the committee.

4. PRODUCTION OF 318-0S-05

The Task Group will discuss the schedule of activities with target dates for the production of 318-0S-05. *Exhibit 4* shows the schedule of activities/target dates for the production of 318-0S-05.

ACTION: Ken Bondy and Luis Garcia to update the committee.

5. NEXT MEETING

The next meeting is scheduled for 8:30-11:30 A.M., Wednesday, April 20, 2005, New York Hilton, New York, New York.

6. ADJOURNMENT

Enclosures: *Exhibit 1.4a* Roster of 318-0S
Exhibit 4 Schedule of activities/target dates for the production of 318-0S-05

Exhibit 1.4a Roster of 318-0S

| | |
|---|--|
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| <p>Garcia, Luis Proyectos y Disenos Ltda Carrera 20 No 84-14 Piso 7 Bogota, 9 Colombia Phone: (571)530-0655 Fax: (571)530-0650 E-mail: legarcia@cable.net.co</p> | <p>Stark, Roberto Consultant Llama 130/Col Jardines del Ped Mexico, DF 01900 Mexico Phone: 01152552816675 Fax: 01152552816676 E-mail: rstark@solar.sar.net</p> |
| <p>Yanez, Fernando IDIEM University of Chile Plaza Ercilla 883 Casilla 1420 Santiago, Chile Phone: (562)678-4152 Fax: (562)671-8979 E-mail: fyanez@cec.uchile.cl</p> | <p>Rodriguez, Mario National Univ of Mexico Ap Postal 70-290 Ciudad Universit Delegacion Coyoacan 04510 Mexico City, DF Mexico Phone: 011525556223472 Fax: 011525556161514 E-mail: mrod@servidor.unam.mx</p> |

Exhibit 4 - Schedule of activities/target dates for the production of 318-0S-05

Schedule for Production of 318-0S-05

| Activity | Responsibility | 03/04 | 04/04 | 05/04 | 06/04 | 07/04 | 08/04 | 09/04 | 10/04 | 11/04 | 12/04 | 01/05 | 02/05 | 03/04 | 04/04 |
|---|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1 Conversion to Ms Word of Draft 318S-02 (including revisions and changes in figures) | Leticia/Garcia | xxxx | xxxx | | | | | | | | | | | | |
| 2 Review by Editorial Committee of Ms Word conversion (as Chapters are produced) | Bondy, Santana, Yañez, Rodriguez, and Garcia | | | xxxx | | | | | | | | | | | |
| 3 Ballot on revised 318S-02 (S Task Group) | Ken Bondy | | | | xxxx | | | | | | | | | | |
| 4 Finalize Glossary (by Editorial Committee) | Bondy, Santana, Yañez, Rodriguez, and Garcia | | | xxxx | xxxx | xxxx | | | | xxxx | | | | | |
| 5 Master Copy of 318S-052 finished and approved | Bondy | | | | | xxxx | | | | | | | | | |
| 6 Copy of the CI article - 318S-05 to S Task Group | Staff | | xxxx | | | | | | | | | | | | |
| 7 318S-05 - Notation Translation | Santana/Yañez/Garcia | | | xxxx | | | | | | | | | | | |
| 8 Translation of the changes of 318S-05 | ICH | | | | xxxx | | | | | | | | | | |
| 9 Review of translation by Editorial Committee | Bondy, Santana, Yañez, Rodriguez, and Garcia | | | | | xxxx | | | | | | | | | |
| 10 Edit existing 318S-02 and input changes | Leticia/Garcia | | | | | | xxxx | xxxx | xxxx | | | | | | |
| 11 Review by Editorial Committee (as Chapters are produced) | Bondy, Santana, Yañez, Rodriguez, and Garcia | | | | | | | | xxxx | xxxx | | | | | |
| 12 S Task Group ballot reviewed 318S-05 | Bondy | | | | | | | | | | xxxx | | | | |
| 13 Input changes | Leticia/Garcia | | | | | | | | | | | xxxx | | | |
| 14 Production of 318S-05 by HQ | Staff | | | | | | | | | | | | xxxx | xxxx | |