

**AGENDA**  
**Committee 121**  
**Quality Assurance Systems for Concrete**  
**Quebec City Convention Center**  
**Quebec City, Quebec**  
**Monday, March 25, 2019**  
**10:00 AM to 12:00 PM**  
**Room: C 2105**

**MEMBERS:**

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*Vice Chair*

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*Secretary*

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1. Call to Order and Welcome
2. Introduction of Members and Guests
3. Update of Membership Status
4. Establish Date of Next Meeting
5. Attendance – Prior Notification of non-attendance, response to email
6. Approval of Minutes from Las Vegas, NV
7. Announcements
8. Old business:
  - A. Replacement of the existing document – *121R-08 -Guide for Concrete Construction Quality Systems in Conformance with ISO 9001*
    1. Request to TAC for new document – Execution required
    2. Present status of the *Table of Contents* and *Main Body of Text*
    3. Comments on Jim Turham’s Appendix 6.0 - *Corporate Quality Plan Template*
    4. Vehicles for documents under development
      - a. Use of One Drive
      - b. ACI 121 web page
      - c. Use of the new ACI capability to archive documents under development (as indicated in Michelle’s Minutes from Las Vegas)
9. New Business
10. Open discussion on ideas for new projects
  - A. Ideas for sessions
  - B. Ideas for a new document or report
  - C. Enhancements for the “Audit Document”
11. Adjourn