



American Concrete Institute
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AGENDA

318-0S- Spanish Translation

Monday, April 18th, 2005, 8:30 a.m. – 11:30 a.m
Lincoln – Hilton
New York, New York

[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 to approve the minutes of the Fall 2004, San Francisco, California meeting. The unapproved minutes are 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 318-05**
Background:
The schedule of activities with target dates for the production of 318-0S-05 (*Exhibit 2*) shows the target completion date of April/May 2005.

In Fall 2004, it was agreed that changes for 318-05 will be translated into Spanish and incorporated. The final draft of 318S-05 will be balloted by both the Editorial Subcommittee and the entire Task Group.

- REPORT:** The changes to 318-02 were translated and incorporated into the final version of 318S-05. This document was reviewed by the Editorial Committee, then letter-balloted (no-protest) and approved by the full Task Group with minor editorial changes. The document was then coordinated with 318M-05 and current ACI metric protocol. On 3/14/05, the final draft of 318 S-05 was submitted to ACI HQ.

ACTION: Luis Garcia to update the committee.

5. NEXT MEETING

The next meeting is scheduled for 8:30-10:00 A.M., Monday, November 7th, 2005.

6. ADJOURNMENT

Enclosures: ***Exhibit 1.4a*** Roster of 318-0S
Exhibit 2 Schedule of activities/target dates for the production of 318-0S-05

Exhibit 1.4a Roster of 318-0S

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<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@ing.uchile.cl</p>	<p>Rodriguez, Mario National Univ of Mexico Ap Postal 70-290 Ciudad Universit Delegacion Coyoacan 04510 Mexico City, DF Mexico Phone: 011525556223500:1481 Fax: 011525556161514 E-mail: mrod@servidor.unam.mx</p>

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