DATA ITEM DESCRIPTION

Title: MEETING MINUTES

Number: DI-ADMN-81250C
AMSC Number: F10264
DTIC Applicable: No
Preparing Activity: 11 (AFLCMC/EZSC)
Applicable Forms: N/A

Approval Date: 20210730
Limitation: N/A
GIDEP Applicable: No
Project Number: ADMN-2021-002

Use/Relationship: Meeting minutes provide documentation of technical information provided, and decisions and agreements reached, at meetings and conferences. For the purposes of this DID, a conference is considered to be a type of meeting.

a. This Data Item Description (DID) contains the format, content, and intended use information for the data deliverable resulting from the work task described in the solicitation.

b. This DID relates to DI-ADMN-81249, *Meeting Agenda*. (Copies of this document are available online at https://quicksearch.dla.mil.)

c. This DID supersedes DI-ADMN-81250B.

Requirements:

1. Reference documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

2. Format. Contractor format, compatible with government applications, is acceptable.

3. Content. The meeting minutes shall include the following:

a. A title page containing the following:

(1) Meeting title, type of meeting, and meeting date(s).

(2) Identification of the system, equipment, or contract number for which the meeting was held.

(3) Space for signatures of the designated representatives of the contractor and government activity.

(4) The name of the contractor and address to which the government activity will acknowledge receipt of comments.

b. The purpose and objective of the meeting.

c. The meeting location (or virtual conferencing application, if applicable).

d. A summary of the discussions, decisions, and agreements reached during the meeting or during individual subcommittee meetings.

e. A list of attendees by name, rank, grade or position, activity represented, activity symbol or code, phone number, and email address, as appropriate.

f. Action items resulting from the meeting, including, for each action item: a description, responsible party, suspense date,closure criteria, and status.

g. Briefing charts, if any were presented, shall be provided for information only.

Source: http://assist.dla.mil -- Downloaded: 2022-07-16T17:01Z
Check the source to verify that this is the current version before use.

h. A list of documents reviewed during the meeting, where applicable.

3.1 Distribution Statement. The applicable Distribution Statement, as necessary, in accordance with Department of Defense Instruction (DoDI) 5230.24, *Distribution Statements on Technical Documents*, Enclosure 4. (Copies of this document are available online at www.esd.whs.mil/DD.)

3.2 Classification Marking. The applicable classification marking, as necessary, in accordance with Department of Defense Manual (DoDM) 5200.01, Volume 2, *DoD Information Security Program: Marking of Information*, or Controlled Unclassified Information (CUI) markings (when applicable) in accordance with DoDI 5200.48, *Controlled Unclassified Information (CUI)*. (Copies of these documents are available online at www.esd.whs.mil/DD.)

End of DI-ADMN-81250C.

Source: http://assist.dla.mil -- Downloaded: 2022-07-16T17:01Z
Check the source to verify that this is the current version before use.