

Meeting Summary

Functional Area: Inventory Management Work Session #6

Sub-Function: General Inventory

Meeting Date: July 23, 2008

Location: Richmond VA CRM 131

Meeting called by: Curtis Chisholm

Facilitators: Kathy Aebischer and Stefan Yssel



Brian Whitt
Carolyn Easley
Cherie McCoy
Damian McInerney

Gary Adams
Glenda Browning
Jenna Wilfong
Joann McKay

Judy Griffin
Karen Hughes
Michael Thomas
Perry Whitaker

Sue Matthews
Susie Crump
Barry Boothe (VCE)
David Hollis (VCE)

Attendance:

- √ 2 out of 2 Business Partners
- √ 14 out of 19 SME's

Session Goals and Objectives:

- Review Minutes and Scenario Report from the July 16 session
- Verify Stock Item "Future" processes documented on July 16
- Continue to Document "Future" process for License Plate processes
- Identify and Define Requirements and Domain Terms

Verified "Future" processes for the following scenarios

- Create New Stock Item
- Dispose Stock Item
- Inventory Stock Item
- Order and Process Stock Item
- Purchase Stock Item
- Receive Stock Item
- Receive Stock Item at HQ
- Transfer Stock Item

Documented "Future" process for the following scenario:

- Conduct Online Dealer Yearly Physical License Plate Inventory

Documented "Current" and "Future" processes for Decals and Permits

- Conduct Periodic Physical Raw Materials Inventory
- Order Decal from Vault
- Produce Decal and Deliver to Vault
- Produce Monthly Decal Production Report
- Receive and Store Decal
- Receive Raw Materials