

Meeting Summary



Functional Area: Inventory Management Work Session #6 (FINAL)

Sub-Function: Fixed, Controlled & Leased Assets

Meeting Date: April 9, 2008

Location: Richmond CRM 301

Meeting called by: Curtis Chisholm

Facilitators: Kathy Aebischer and Stefan Yssel

Gary Adams
Sharita Bryant
Judy Griffin

Kathy Jarrell
Sue Matthews
Cherie McCoy

Gregg Parker
Nalini Premkumar
Justin Thomas

15 Subject Matter Experts invited, 9 attended

Preparation for Meeting:

- Read minutes from the [April 2](#) session.
- Review scenario report and note any additional information or changes that may be needed.

Session Accomplishments:

1. Discussed minutes from [April 2](#) Session.
2. Reviewed and validated the following scenarios:
 - Conduct Annual Real Property Risk Assessment
 - Conduct Maintenance Inspection for Real Property
 - Initiate Maintenance Repair for Real Property
 - Surplus Real Property

Defined the following Domain Terms:

- DMV Real Property Risk Assessment Report
- DMV Property Exception Report