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Subject: Y2K Meeting Reminder
Date: Thu, 28 Aug 1997 17:25:07 -0400 (EDT)

The NRAO Y2K committee will hold its first meeting tomorrow, 29 August, at 11:00 am EST (9:00 am in Socorro, 8:00am in Tucson). Please call the usual conference line at the appropriate time, 804-296-7082.

Agenda

Committee membership

Beasley AOC
 Bignell Personnel
 Bridle
 Desmond Fiscal
 Hagen Tucson
 (Hunt) CV
 Simon
 Vance Green Bank

Y2K Vulnerability assessment and Priorities

Business & Fiscal
 Telescope Operations
 Communications
 Outside Vendors & Services
 Equipment & Hardware (Emphasis on Health, Safety, & Security)
 User Workstations
 User Software

Tasks Site-by-Site Inventory and Triage
 - Critical Functions
 - Critical Systems
 - Critical Services
 - Critical Vendors & Suppliers

Y2K Memo Series

Initial memo from Bridle & Simon
 Site by site Y2K Top-level inventory & prioritization

Y2K email exploder

Y2K Compliance tracking & Database

Monthly meetings (next meeting 11:00 am 9/26?)

Site reviews of inventory, testing plans

Recent Tucson Tests (?)