



## **Administrative Council for Terminal Attachments (ACTA)**

December 9, 2004

Virtual Meeting

Dial in information: 703-788-0600, code: 553192#

Virtual Link: <http://www.placeware.com/cc/atis/A?id=12/9%20ACTA&pw=548007>

### **Draft Agenda**

**Chair: Jimmy Salinas, SBC**

**2:00 PM – 4:00 PM EST**

- 1) Call to Order
- 2) Attendance Check-in and Introductions
- 3) Agenda Review and Approval (ACTA-04-12-09-01)
- 4) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-04-12-09-XX)
- 5) Approve August 6, 2004 Meeting Summary (ACTA-04-12-09-02)
- 6) Amendment to Guidelines & Procedures (ACTA-04-12-09-04)
- 7) Redesign of AOF website and database (ACTA-04-12-09-05) – INFORMATIONAL
- 8) Adjustment to ACTA Filing Fees (ACTA-04-12-09-06) - INFORMATIONAL
- 9) Reports
  - a) Secretariat Report incl. Action Items from August 6, 2004 meeting (ACTA-04-12-09-03)
- 10) Working Group Updates
  - a) 3<sup>rd</sup> Party Testing Labs
  - b) Website Disclaimer
- 11) New Business
- 12) Proposed Next Meetings:
  - a) March 16, 2005 (Face to Face Meeting)
  - b) July 20, 2005 (Virtual Meeting)
  - c) September 14, 2005 (Face to Face Meeting)
  - d) December 7, 2005 (Virtual Meeting)
- 13) Adjournment