# **FOQA: ENG MEC Approval form**

## Meeting Minutes

Objective: Walk through the ENG form and clarify process for ENG MEC approval form post round 1

Technical Services would be the predominant group entering the requests

Technical Services issuing request with

**Action item:** Add date or date range

**Action item:** ”Quarantine/in-house” option in “Where is the data going field”

**Action item:** AGO within 2-4 hours

Maintenance control will use their process 🡪 follow up will have ENG look at this

Imminent AGO/regulatory routine/concern

**Action item:** Urgent button? Delete or change information bubble to “Next business day”

Under 12 hours engineering will go through maintenance control

**Action item:** Add “status” and “Done” column to form table

**Action item:** Todd to create distribution list for form after all approvals are received

**Action item:** Shannon to create distribution list for people who are supposed to receive emails on the FOQA side for MEC approval form

Separate request

Create a flow that sends a notification when NDA is expired per outside vendor. Please renegotiate contracts.

**Action item:** Todd to create distribution list to receive notification when NDA/contracts expire