



AGENDA

ASTM ORGANIZATIONAL MEETING for COMMERCIAL SPACEFLIGHT

RTCA 1150 18th Street, NW, 4th Floor

Washington, DC 20036

October 24, 2016 from 1:00 pm to 5:00 pm

1. **CALL TO ORDER**
2. **WELCOME AND SELF-INTRODUCTION OF ATTENDEES**
3. **OBJECTIVES OF MEETING**
 - a. Bring industry experts together
 - b. Identify specific standards needs
 - c. Develop & approve title, scope, & structure
 - d. Determine if ASTM should organize activity
4. **BACKGROUND ON REQUEST FOR ACTIVITY**
5. **OVERVIEW OF ASTM, AEROSPACE ACTIVITIES & THE STANDARDS DEVELOPMENT PROCESS**
6. **REVIEW & DISCUSSION: AREAS TO BE CONSIDERED FOR CONSENSUS STANDARDS**
7. **DISCUSS & APPROVE TITLE OF ACTIVITY, SCOPE, & COMMITTEE STRUCTURE**
8. **SHOULD THIS ACTIVITY ORGANIZE WITHIN ASTM?**
9. **SOLICITATION OF VOLUNTEER LEADERS**
10. **ADDITIONAL STEPS: MOVING FORWARD**
 - a. Strategic Planning
 - i. Liaison Activity
 - ii. Communications Strategy
 - iii. Getting Started
11. **NEXT MEETING**
 - a. 2017, March 22 – 23rd or 23 – 24th (Fri noon end) – ASTM HQ
 - b. 2017, April 18 - 19th or 19 – 20th ASTM HQ
 - c. 2017, September CSF or ASTM HQ
 - d. 2017, October COMSTAC, Washington DC
12. **ADJOURNMENT**