

Sept ARMWG mtg follow up action items list.xls

<i>No.</i>	<i>Task</i>	<i>Due</i>	<i>Who</i>
1	Ship test 293 cell bank to ATCC	7-Sep	Invitrogen/Dale Gruber
2	Send shipping container info to Introgen	11-Sep	Canji/SPRI
3	Notify awardees	12-Sep	Keith/Beth
4	Notify BRI re:proposal not accepted	12-Sep	Keith/Beth
5	AppTec - timeline	12-Sep	Keith/Beth
6	Covance - timeline	12-Sep	Keith/Beth
7	Send revised IU SOP/wksht	12-Sep	Beth
8	Introgen to ship ARM vials to Canji for LT stability	12-Sep	Introgen
9	Send ATCC shipping configuration info to ST awardees	14-Sep	Beth/Keith
10	Notify awardees of RFP 13 Invitrogen donations	14-Sep	Beth/Keith
11	Post updated SOPs/wkshts	21-Sep	WBF
12	Post minutes 9/5/01 mtg	21-Sep	WBF
13	Send CofA for released VB to WBF	21-Sep	Canji/Beth Hutchins
14	ATCC to send WBF/Beth info on shipping arrgmts	21-Sep	Charles Buck/ATCC
15	Send to ATCC spreadsheet with awardees & amts virus/cell vials	21-Sep	Beth/Keith
16	ATCC to send WCB vial to Althea for Introgen tests	21-Sep	Charles Buck/ATCC
17	Introgen to ship ARM vials to ATCC	21-Sep	Introgen
18	Awardees notify ATCC if not already a customer	21-Sep	Awardees
19	Send characterization summary 293 test bk to WBF	21-Sep	Invitrogen/Dale Gruber
20	Canji to shipVB vials to ATCC	21-Sep	Canji
21	Develop survey for non-replicating Ad ref mat needs	2-Nov	Beth/Keith

