CALL TO ORDER AT 08:37 AM PST
Allen Krisiloff served as facilitator in Chairman Peter Takacs’ absence.

WELCOME AND INTRODUCTIONS

<table>
<thead>
<tr>
<th>NIST, Leonard Hanssen</th>
<th>NIST, Marla Dowell</th>
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<tbody>
<tr>
<td>Northrop Grumman, Donna Howland</td>
<td>Northrop Grumman, James Chung</td>
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<td>Triptar, Allen Krisiloff</td>
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Quorum not achieved: 5/21 < 11/21 (50%)

RECORDING SECRETARY
Allen Krisiloff

ADOPTION OF AGENDA
Motion by Marla D. Second by Leonard H. Passed 100%

APPROVAL OF MEETING MINUTES FROM 2016 FEB 15
Motion by Marla D. Second by Donna H. Passed 100%

LEADERSHIP
Peter Takacs will be retiring in the next year or two, and he is ready to step down as Leader of TF3. James C. accepts the nomination to replace Peter as Leader.

OP1.004
Peter Takacs will make a last minute adjustment before submitting it to Allen K. for ballot.

OP1.005
Marla D. will update the draft and interact with Paul Murphy of QED as needed. Paul submitted a new Section 8.

ASPHERE METROLOGY
Paul Murphy and Bob Smythe developed a rough outline for an asphere metrology standard of limited scope. If we can find a project leader, then we will bring this standard into TF3.

ADJOURNMENT AT 9:25 AM PST
Motion by Donna H. Second by Leonard H. Passed 100%. 