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**Procès verbal de la réunion**

**Objet :** ..... Laboratory Board Meeting LBM-08-2014.....

<b>Date Réunion</b>
30/08/2014

<b>Heure de réunion</b>
09h:00 am

<b>Durée</b>
2h

**Lieu de la réunion :** .....ENIS.....

**Ordre du jour :**

- 1) Progress presentation for each process of ISO project
- 2) Internal audit

**Participants :**

NOM ET PRENOM	FONCTION	SIGNATURE
<b>Adel M. Alimi</b>	<b>Professeur</b>	
<b>Chokri Ben Amar</b>	<b>Professeur</b>	
<b>Mounir Ben Ayed</b>	<b>Professeur</b>	
<b>Moncef Charfi</b>	<b>Docteur</b>	
<b>Ali Wali</b>	<b>Docteur</b>	
<b>Habib M. Kammoun</b>	<b>Docteur</b>	
<b>Mohamed Ben Halima</b>	<b>Docteur</b>	
<b>Issam Feki</b>	<b>Docteur</b>	
<b>Zied Kechaou</b>	<b>Docteur</b>	
<b>Chafaa Hamrouni</b>	<b>Docteur</b>	
<b>Maha Charfeddine</b>	<b>Docteur</b>	
<b>Chiraz Walha</b>	<b>Doctorante</b>	
<b>Raja Fdhila</b>	<b>Doctorante</b>	
<b>Sourour Njah</b>	<b>Docteur</b>	
<b>Leila Baccour</b>	<b>Docteur</b>	

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<b>Souhir Bouaziz</b>	<b>Docteur</b>	
<b>Nesrine Baklouti</b>	<b>Docteur</b>	
<b>Boudour Ammar</b>	<b>Docteur</b>	
<b>Ahlem Walha</b>	<b>Docteur</b>	
<b>Amel Ksibi</b>	<b>Docteur</b>	
<b>Walid Elloumi</b>	<b>Docteur</b>	
<b>Fadwa drira</b>	<b>Docteur</b>	
<b>Anis Ben Amar</b>	<b>Docteur</b>	
<b>Maher Aidi</b>	<b>Docteur</b>	

**Compte rendu de la réunion :**

**1. Progress presentation for each process of ISO project**


- After opening the board by Professor Adel M. Alimi, present members discussed the progress of each process.
- The final version of the research process is completed. It still to be defined for this process, the procedure of diploma research, industrial research, international cooperation, and organization of scientific events.
- The board identifies the list of non-compliant products related to each process.
- Following the presentation of advancement state of each process, the board update the flowchart LABORATORY
- Each Pilot is requested to send to the RMQ (Mehdi Ellouze) all the documents in a zipped folder organized (form, process, procedure etc).

**2. Internal audit**

- Internal audit is planned for Nov. 30
- Each pilot is requested to finalize all documentations
- Provide for a weekly meeting between members of each process until the date of the internal audit.

**Bilan des l'actions**

Décision / Action	Responsable	Echéancier	Ressource
Each Pilot is requested to send to the RMQ (Mehdi Ellouze) all the documents in a zipped folder.			Humaine

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<i>Internal audit is planned for Nov. 30</i>			Humaine
<i>Each pilot is requested to finalize all documentations</i>			Humaine
<i>Weekly meeting between members of each process =&gt; until the date of the internal audit</i>			