

PROJECT

To review the New Orleans hearing of June 28, 1995, and make the necessary corrections to the transcript.

ARRB Staff Initiator: Eileen Sullivan

Timetable: One day; three teams of two persons each should spend about 90-120 minutes each on it.

Synopsis: Review the video of the New Orleans hearing while following along in the transcript, and making all necessary changes and corrections in the hand copy of the transcript.

Staff requirements: Set up the video tape in the conference room; provide written transcript.

Summary/Background: There are a number of mistakes or incorrect entries in the official transcript of the new Orleans public hearing. A member of the public has sent us a copy of the transcript with suggested corrections; interns should review the tape to check that these corrections are accurate, and to see if there are any others that might have been missed.

The purpose of having three teams of two review the tape is for quality control. Errors that might slip past one team, or even two, are not likely to make it past all three. In addition, the project is not that long, at between 60 and 90 minutes per team, so it is not an ineffective use of resources to have three teams work on it.

Upon completion of the review by all three teams, Eileen will enter the corrections into the transcript stored in the "g" drive.