

Action Items
COVAD / U S WEST Operations Meeting
February 24, 2000

Item	Action Item	Party Responsible	Status	Comments
1	Send COVAD U S WEST's Loop Assignment Center (LPC) 11-step Held Order Process	USW	Completed (3/2)	Process document sent to Steve Walden on March 2 nd .
2	Develop a formal trial contract for joint USW/COVAD Vendor Meets (MPO).	USW	Completed (4/6)	Brian Ashby developed a trial contract extending the Phoenix MPO trial to April 30, 2000. Brian Byrd has agreed and is in the process of signing the contracts. USW and COVADS are also planning a joint meeting to work on the same issue in the Denver area. This meeting is tentatively scheduled for the week of April 17 th .
3	Share with COVAD, U S WEST's policy on when orders are removed from "Held for Facilities".	USW	Completed (3/3)	U S WEST recommit "Held Orders" after a construction job is completed.
4	Review 25 missed orders "Pending Customer" in Minneapolis, Denver and Portland to identify specific reasons why missed	USW	Completed (3/8)	A list "held orders – pending customer" was forwarded via e-mail to Minda Cutcher, Dave Glenn and Steve Walden.
5	Sample "Local Market" orders in Littleton, Bellevue and Denver Main CO's and identify why orders are held.	USW	Completed (3/10)	USW will have a list of sampled "held orders – local markets" in Littleton, Denver Main and Bellevue. Report forwarded to Steve Walden.
6	Held Orders <ul style="list-style-type: none"> • Review all COVAD Held Orders and identify Loop orders that the new "INA" solution will enable the order to be released. Process orders accordingly. • Send to U S WEST a list recently cancelled orders to see if the IPG solution will enable the orders to be completed. 	USW COVAD	Completed (3/10) Open	USW will complete review of COVAD "held orders – local markets". Report forwarded to Steve Walden. Dave Glenn will forward a list of the cancelled orders to Ray Burton and Mike Goebel for review.
7	Load Coil and Bridge Tap Removal Billing	COVAD/USW	Open	U S WEST will not bill Co-Providers for the removal of bridge taps or load coils from the date of it's product announcement, 12/8/99, until process improvements are finalized and communicated to Co-Providers. USW is not waiving it's right to bill prior to 12/8/99.
8	Set up next Operations Meeting	USW	Completed (3/8)	Next meeting will be in Denver the afternoon of April 26 th . The meeting will be held from 2:00 PM – 5:00 PM (MST). The location is U S WEST, 1801 California, Executive Conference Room, 23 rd Floor, Denver, Colorado Additional information will be sent later.