Toronto SPIN

Software Process Improvement Network

Minutes of January 17th , 2001 meeting:

Ref #	**Action Item & Status** P = Program Committee Action Items	Date Initiated	Due Date	Prime
1001	✍ Program for January 16th all on schedule			closed
1002	✍ Find out who ASQ and TASQ reps are and what are their deadlines.	Jan. 17	Feb. 21	Peggy
1003	✍ Investigate liability of committee for our meetings	Jan. 17	Mar. 21	Paul
1004	✍ Investigate the pros and cons of becoming a Not for Profit	Jan. 17	Feb. 21	Bernard
1005	✍ Post Updated Charter on Web site	Jan. 17	Feb. 21	Gerry
1006	✍ Treasurers report: ✍ There is about $1500 balance ✍ Cheque coming from Brenda to close old account ✍ Bernard to open new account ✍ Bernard to investigated not for profit status for T-SPIN and will pursue obtaining ASAP	Jan. 17	Mar. 21	Bernard
1007	✍ Communications: ✍ Peggy reviewed the role of the Communications prime and will update and distribute at nest meeting ✍ Set up Email list for committee that would collect email and send to committee	Jan. 17 Jan. 17	Feb. 21 Feb. 21	Peggy Dominic
1008	✍ Sponsorship: ✍ Find out status from Peter Voldner and report at next meeting ✍ Form needs address and number changed	Jan. 17 Jan. 17	Feb. 21 Feb. 21	Raj Raj
1009	✍ Email Shabin Adaita (twentycats@yahoo.ca) and Michael Raftus (MRaftus@compuserve.com) to see if they are still interested in contributing to the committee	Jan. 17	Feb. 21	Dexter
1010	✍ Sponsor logos to be updated on web	Jan. 17	Feb. 21	Gerry

Agenda: January 21st 2001	15:00 Program & steering Committees	

The Agenda is essentially structured around discussion and status update of Action Items and new event ideas.

?? January open items
?? May program
?? Press release for May's meeting
?? Finalize topics for May and September meetings
  ?? *Measuring Software Quality*
  ?? *Measuring Benefits of Process Improvements*
  ?? *Object Oriented Measurement (V. Hailey)*

Parking Lot:
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Committee Meeting Attendance lists (Based on 3 Meeting Attendance Rules in Constitution) (3rd Wed. of Month)

All = All Committee Correspondence A&M = Agendas & Minutes Only	e Mail List	Jan. 17	Feb. 21	Mar. 21	May 18	Jun. 16	Jul 20	Aug. 18	Sep. 15	Oct. 19	Nov. 17	Dec. 21?	
Aubrey Yearwood	All	Y											
Bernie dePaulsen	All	X											
Dominic Chan	All	X											
Gerry deKoning	All	X											
Irena Lewartowski	All	X											
Lynn Moen	All	Y											
Paul Nellis	All	X											
Peggy Gemert	All	X											
Raj Phalpher	All	X											
Shabin Adatia	All												
Tiiu Martin	All	Y											