

Toronto SPIN
Software Process Improvement Network

Minutes of March 21st, 2001 meeting:

We met and worked our way through the following agenda. Please refer to the action items decisions below for details.

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| ?? Review and agree on agenda | 10 minutes |
| ?? Review of action items | 30 minutes |
| ?? May program - status and issues | 45 minutes |
| ?? Press release for May's meeting | |
| ?? Finalize topics for May and September meetings | |
| ?? <i>Measuring Software Quality</i> | |
| ?? <i>Measuring Benefits of Process Improvements</i> | |
| ?? <i>Object Oriented Measurement (V. Hailey)</i> | |
| ?? Fall 2001 to Spring 2002 sessions | 10 minutes |
| ?? Other Business | 20 minutes |
| ?? New Web Site | |
| ?? Item | |
| ?? Recap and schedule next meeting | 5 minutes |

The next meeting is scheduled for 3:00 pm to 5:00 pm at 33 Yonge St, Floor 5, Room 507. Proposed agenda follows bellow. Please review the proposed agenda and be ready to discuss its modification at beginning of the meeting. Other pre-work is as follows:

- ~~///~~ Review Communication Strategy/Plan and come prepared with your comments or return your comments to Peggy after marking up the document using "Track Changes" MS-Word feature (if you have it).
- ~~///~~ Visit the new Toronto SPIN web site and come prepared to recommend improvements or provide feed back directly to Dominic before the meeting.

Ref #	Open Action Item	Date Initiated	Due Date	Prime
1002	/// Find out who ASQ and TASQ publication representatives are and find out their respective advertising cut of dates and lead times	Jan. 17	Apr. 19	Peggy
1003	/// Investigate insurance liability of committee for our meetings	Jan. 17	Mar. 21	Paul
1005	/// Post Up-to-date Constitution on Web site	Jan. 17	Feb. 21	Gerry
1007	/// Communications: /// Peggy reviewed the role of the Communications plan and will update and distribute at next meeting /// Set up Email list for committee that would collect email and send to committee	Jan. 17	Apr. 19	Peggy
1008	/// Sponsorship: /// Find out status from Peter Voldner and report at next meeting /// Sponsorship form(s) need(s) address and number changed	Jan. 17	Feb. 21	Dexter
		Jan. 17	Feb. 21	Raj

Decision No.	Decision	Date	Votes	
			Present	In favor
1	As the result of not being ready the May meeting was cancelled. Focus energies towards organizing next three meetings instead.	Mar 21	4	4 ¹

¹ Quorum is 5 members of the steering committee. Subsequent to the meeting Aubrey, Rob and Lynn cast their votes in favor of the decision.

Agenda: 19st April 2001	15:00 Combined/Steering Committee	
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The Agenda is essentially structured around discussion and status update of Action Items and new event ideas.

<u>Agenda Item</u>	<u>Responsible</u>	<u>Minutes</u>
?? Review and agree on agenda	Dexter	5
?? Approval of the last meeting minutes	Dexter	5
?? Review of action items	Dexter	20
?? Treasury report	Bernie	10
?? Sponsorship report	Raj	10
?? <i>Campaign update</i>	Raj	
?? Communications report	Peggy	15
?? <i>Communications plan feed back</i>	Peggy	
?? Program	Paul	20
?? <i>Fall 2001 to Spring 2002 sessions</i>	Paul	10
?? Other Business	All	20
??		
??		
?? Recap and close the meeting down	Dexter	5

Parking Lot:

- ??
- ??

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	Aug18	Sep. 15	Oct. 19
Aubrey Yearwood	All	✍								
Bernie dePaulsen	All	✍		✍						
Dexter Zenar	All	✍	✍	✍						
Dominic Chan	All	✍	✍	✍						
Gerry deKoning	All	✍	✍							
Lynn Moen	All									
Paul Nellis	All	✍	✍							
Peggy Gemert	All	✍	✍	✍						
Raj Phalpher	All	✍	✍							
Shabin Adatia	All									
Tiiu Martin	All									

Legend:

✍ Person attended the meeting

✍ Regret was received (on the day before the meeting)

Ref #	Closed Item & Status P = Program Committee Action Items	Date Initiated	Due Date	Prime
1001	/// Program for January 16 th all on schedule			Closed
1004	/// Investigate the pros and cons of becoming a Not for Profit	Jan. 17	Feb. 21	Closed
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	Closed
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 /// E-mail sent, Shabin wanted to be kept on the distribution list.	Jan. 17	Feb. 21	Dexter
1014	/// Organize conference call re communications	Feb 21	TBD	Deleted
1015	/// Draft sponsorship drive letter ready for publishing	Feb 21	Feb 28	Closed
1016	/// Publish sponsorship drive letter to T-SPIN distribution list	Feb 21	Feb 28	Closed