

Toronto SPIN
Software Process Improvement Network

Minutes of April 19th, 2001 meeting:

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

<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	40
?? Treasury report	Bernie	5
?? Sponsorship report		
?? <i>Campaign update</i>	Raj	5
?? Communications report		
?? <i>Communications plan feed back</i>	Peggy	0
?? Program		
?? <i>June 2001 even</i>	Bernie	10
?? <i>Sep 2001 event</i>	Paul	10
?? <i>Nov 2001 event</i>	Paul	10
?? <i>Jan 2001 event</i>	Paul	10
?? Other Business	All	20
??		
??		
?? Recap and close the meeting down	Dexter	5

The next meeting is scheduled for 4:00 pm to 6:00 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
11	/// Publish meeting results to all sponsors after every meeting, add item to the Communication plan	Feb 21	Apr 19 May 16	Peggy
12	/// Set new attendance target for T-SPIN meetings to 200 people (not sure who is responsible but it is connected with strategy session AI 1013)	Feb 21	May 16	Paul
13	/// Organize strategy discussion to bring T-SPIN to the next, higher level.	Feb 21	Apr 19 May 18	Dexter
17	/// Request that Tiuu to provides last meeting summary feed back.	Mar 21	Apr 19	Tiuu Dexter
20	/// Prepare T-SPIN news outline for periodic mailing to the membership. I.e. Newsletter outline	Mar 21	Apr 19 May 16	Peggy

Ref #	Open Action Item	Date Initiated	Due Date	Prime
22	/// Prepare June 2001 event poster, have it reviewed and ready for publishing by Dominic	Apr 19	Apr 27	Aubrey
23	/// Speak to Peggy and ask her to prepare and communicate information about the June 2001 event to the news media.	Apr 19	Apr 20	Dexter
24	/// Store June 2001 event poster at the T-SPIN web site and let everyone have the URL for further distribution by including the URL in the E-mail signature.	Apr 19	Apr 27	Dominic
25	Develop IT network: /// Get names of IT contacts with greater Toronto companies to help advertise the upcoming events. /// Review progress	Apr 19	May 16	Abrey
26	/// Include a "Tell-A-Friend" feature on T-SPIN's web site so that visitors can leave friend's E-mail addresses we can use to advertise our events.	Apr 19	May 18	Dominic
27	/// Prepare a welcome note for our new sponsor (CIBC) and retain the format for future notices to future sponsors.	Apr 19	Apr 27	Raj
28	/// Follow through on the "Not for Profit" application until the approval was obtained.	Apr 19	May 26	Bernie
29	Talk to Peggy to prepare an invoice for CIBC sponsorship	Apr 19	Apr 27	Raj
30		Apr 19		
31		Apr 19		
32		Apr 19		

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
2	Minutes of the committee meeting held on 19 march 2001 were approved: some printouts of the minutes did not contain Apr meeting	Apr 19	7	7
3	Change Action Item numbering to sequential numbers starting with 1.	Apr 19	7	7

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
1	/// Program for January 16 th all on schedule			Closed
2	/// 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
3	/// Investigate insurance liability of committee for our meetings	Jan. 17	Mar. 21	Paul
4	/// Investigate the pros and cons of becoming a Not for Profit	Jan. 17	Feb. 21	Closed
5	/// Post Up-to-date Constitution on Web site	Jan. 17	Feb. 21	Gerry
6	/// 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
7	/// 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 Jan 17	Apr. 19 Feb 21	Peggy Dominic
9	/// 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
8	/// Sponsorship: /// Find out status from Peter Voldner and report at next meeting /// Sponsorship form(s) need(s) address and number changed	Jan. 17 Jan. 17	Feb. 21 Feb. 21	Dexter Raj
9	/// Verify Shabin's participation status.	Feb 21	Apr 19	Dexter
10	/// Sponsor logos to be updated on web	Jan. 17	Feb. 21	Raj
14	/// Organize conference call re communications	Feb 21	TBD	Deleted
15	/// Draft sponsorship drive letter ready for publishing	Feb 21	Feb 28	Closed
16	/// Publish sponsorship drive letter to T-SPIN distribution list	Feb 21	Feb 28	Closed
18	/// "Not For Profit" requirements should be built into the Sponsorship paperwork, Web site and the Constitution (ETA for the registration is Apr. 13 th)	Mar 21	Apr 19	Peggy
19	/// Determine which is the latest version of the Constitution and publish it on the New Web Site	Mar 21	Apr 19	Dominic
21	/// Circulate URLs for the new and the old site to all the members of the steering committee.	Mar 21	Mar 26	Dominic