

**Toronto SPIN (Software Process Improvement Network)**  
**Minutes of May 16<sup>th</sup>, 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
• Web site update	Dominic	
•		
• Recap and close the meeting down	Dexter	5

The next meeting is scheduled for the 20<sup>th</sup> June 2001 from 4:00 PM to 6:00 PM at 33 Yonge St, at the Floor 5 in the 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 Items & Status	Date Initiated	Due Date	Prime
11	<ul style="list-style-type: none"> <li>• Publish meeting results to all sponsors after every meeting, add item to the Communication plan.</li> <li>• At May 16<sup>th</sup> meeting Paul took upon himself to obtain the information package which will be mailed to all the sponsors after every Toronto SPIN event.</li> </ul>	Feb 21	<del>Apr 19</del> <del>May 16</del> Jun 20	Peggy
13	<ul style="list-style-type: none"> <li>• Organize strategy discussion to bring T-SPIN to the next, higher level.</li> </ul>	Feb 21	<del>Apr 19</del> <del>May 18</del> Jun 20	Dexter
17	<ul style="list-style-type: none"> <li>• Request that Tiuu to provide last meeting summary feed back.</li> </ul>	Mar 21	<del>Apr 19</del> Jun 20	<del>Tiuu</del> Dexter Paul
20	<ul style="list-style-type: none"> <li>• Prepare T-SPIN news outline for periodic mailing to the membership. I.e. Newsletter outline</li> </ul>	Mar 21	<del>Apr 19</del> <del>May 16</del> Jun 20	Peggy

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23	<ul style="list-style-type: none"> <li>Prepare and communicate information about the June 2001 event to the news media.</li> </ul>	Apr 19	<del>Apr 20</del> May 25	<del>Dexter</del> Rekha
25	<ul style="list-style-type: none"> <li>Develop IT network:</li> <li>Get names of IT contacts with greater Toronto companies to help advertise the upcoming events.</li> <li>Review progress</li> </ul>	Apr 19	<del>May 16</del> Jun 20	Abrey
26	<ul style="list-style-type: none"> <li>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.</li> </ul>	Apr 19	<del>May 16</del> Jun 20	Dominic
28	<ul style="list-style-type: none"> <li>Follow through on the "Not for Profit" application until the approval was obtained.</li> </ul>	Apr 19	<del>May 26</del> Jun 20	Bernie
30	<ul style="list-style-type: none"> <li>Update event checklist by adding co-ordinator's responsibility to prepare sponsorship information package</li> </ul>	May 16	June 20	Paul
31	<ul style="list-style-type: none"> <li>Prepare and mail sponsorship drive (to all the members) after the next event.</li> </ul>	May 16	Jul 20	Raj
32	<ul style="list-style-type: none"> <li>After establishing initial contact with HP (re sponsorship) continue to work on HP's sponsorship.</li> </ul>	May 16	June 20	Peter
33	<ul style="list-style-type: none"> <li>Follow up on IBM's offer to host Toronto SPIN event and if there is an interest to provide a speaker.</li> </ul>	May 16	June 20	Rekha
34	<ul style="list-style-type: none"> <li>Work on Pink Elephant as a host of Toronto SPIN event on the subject of ITIL</li> </ul>	May 16	June 20	Raj
35	<ul style="list-style-type: none"> <li>NORTEL may become a sponsor again if we can provide an information package showing NORTEL management the benefits of sponsorship</li> </ul>	May 16	June 20	Raj
36	<ul style="list-style-type: none"> <li>Work on sponsorship from Echelon(?)</li> </ul>	May 16	Jun 20	Raj (Rob)
37	<ul style="list-style-type: none"> <li>Provide information required to determine costs and feasibility of submitting press release through newswire</li> </ul>	May 16	Jun 20	Dominic
38	<ul style="list-style-type: none"> <li>Copy Meta Tags from old Toronto SPIN web site into the new Web site. Submit Toronto SPIN's URL to major search engines.</li> </ul>	May 16	June 20	Dominic
39	<ul style="list-style-type: none"> <li>Revise Toronto SPIN pamphlet: reduce the font size of the text and leave more white spaces.</li> </ul>	May 16	June 20	Peggy

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**Minutes of May 16<sup>th</sup>, 2001 meeting:**

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 <sup>1</sup>
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
4	Minutes of the committee meeting held on 19 April 2001 were approved.	May 16	8	8
5	The Steering committee welcomed a new member - Rekha Kulshreshtha	May 16	8	8
6	Rekha will coordinate 20 <sup>th</sup> September 2001 Toronto SPIN event.	May 16	8	8
7	Paul will coordinate 15 <sup>th</sup> November 2001 Toronto SPIN event	May 16	8	8

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

**Toronto SPIN (Software Process Improvement Network)**  
**Minutes of May 16<sup>th</sup>, 2001 meeting:**

<b>Agenda: 20<sup>th</sup> June 2001</b>	16:00 - 18:00	<b>Combined meeting</b>
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The Agenda is essentially structured around discussion and status update of Action Items and new event ideas.

<u><b>Agenda Item</b></u>	<u><b>Responsible</b></u>	<u><b>Minutes</b></u>
• Review and agree on agenda	Dexter	5
• Approval of the last meeting minutes	Dexter	5
• Review of action items	Dexter	20
• Constitution Review		
• Web site up-to-date	All	10
• Revisions and comments	All	10
• Treasury report	Bernie	10
• Sponsorship report		
• Campaign update	Raj	5
• Communications report		
• Communications plan feed back	Peggy	0
• Webmaster's report	Dominic	10
• Program		
• 20 June 2001 CIBC/P.Cross event	Bernie	10
• 20 Sep 2001 IBM event	Rekha	10
• 15 Nov 2001 TBD event	Paul	10
• Jan 2002 TBD event	TBD	10
• Other Business	All	10
•		
• Recap and close the meeting down	Dexter	5

**Parking Lot:**

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**Toronto SPIN** (Software Process Improvement Network)  
**Minutes of May 16<sup>th</sup>, 2001 meeting:**

**Committee Meeting Attendance lists**

(Based on 3 Meeting Attendance Rules in Constitution) (3<sup>rd</sup> Wed. of Month)

All = All Committee Correspondence A&M = Agendas & Minutes Only	e Mail List	Jan. 17	Feb. 21	Mar 21	May 16	Jun. 16	Jul 20	Aug18	Sep. 15	Oct. 19	Nov17	Dec. 21?	
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	✓	✓		✓								
Peter Voldner	All				✓								
Rekha Kulshreshtha	All				✓								
Tiiu Martin	All												

**Legend:**

- ✓ Person attended the meeting
- ⊗ Regret was received (on the day before the meeting)

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Ref #	Closed Action Items	Date Initiated	Due Date	Prime
1	Program for January 16 <sup>th</sup> 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 ( <a href="mailto:MRaftus@compuserve.com">MRaftus@compuserve.com</a> ) 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
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
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
17	Request that Tiuu to provide last meeting summary feed back.	Mar 21	Apr 19	<del>Tiuu</del> Dexter
18	"Not For Profit" requirements should be built into the Sponsorship paperwork, Web site and the Constitution (ETA for the registration is Apr. 13 <sup>th</sup> )	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
22	Prepare June 2001 event poster, have it reviewed and ready for publishing by Dominic	Apr 19	Apr 27	Aubrey
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
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
29	Talk to Peggy to prepare an invoice for CIBC sponsorship	Apr 19	Apr 27	Raj