

Toronto SPIN (Software Process Improvement Network)
Minutes of 19th September 2001 meeting:

The combined committee met, approved the minutes 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>
1. Review and agree on agenda	Dexter	2
2. Approval of the last meeting minutes	Dexter	5
3. Review of 20 Sep 2001 checklist	Paul	50
4. Review of action items	Dexter	30
5. Treasury report (draft budget)	Bernie	5
6 Sponsorship update	All	20
7. Program report	Paul	5
• <i>Nov 25th 2001 event (Rekha) IBM Auditorium, 3600 Steels Ave East (At Pharmacy)</i>		
• <i>Jan 2002 event (Peggy?)</i>		
• <i>Mar 2002 event (TBD) metrics workshops with ASQ</i>		
• <i>May 2002 event (TBD)</i>		
8. Recap and close the meeting down	Dexter	3

Parking Lot:

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The next meeting is scheduled for the Oct 17, 2001 from 4:00 PM to 6:00 PM at 33 Yonge St, at the Floor 5 in the Room 507 (ask receptionist for directions, the access is unrestricted). 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 actions items assigned to you, and come prepared to discuss progress.
- 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 feedback directly to Dominic before the meeting.

Ref #	Open Action Items & Status	Date Initiated	Due Date	Prime
11	Publish meeting results to all sponsors after every meeting; add item to the Communication plan. At May 16 th meeting Paul took upon himself to obtain the information package, which will be mailed to all the sponsors after every Toronto SPIN event. Raj will perform this task with Dominic's assistance with the survey, attendance, membership status, etc. A template with the SPIN logo should be used as the communications format to the sponsors.	Feb 21	Apr 19 May 16 Jun 20 Aug 15 Sep 19 Oct 17	Peggy Raj (Dominic)
13	Organize strategy discussion to bring T-SPIN to the next, higher level. A session was held, and we need more to complete the strategy	Feb 21	Apr 19 May 18 Jun 20 Aug 15 Sep 19 Oct 17	Held Dexter
36	Work on sponsorship from Ajilon	May 16	Jun 20 Aug 15 Sep 19 Oct 17	Raj (Rob)
40	Collect and provide to Rekha information on free media advertising opportunities. Data to collect: name, telephone, contact, E-mail, URL and what and how to submit. Rekha to actively solicit this information from committee members	Jul 19	Aug 15 Sep 19 Oct 17	All Rekha
41	Prepare news article/item about T-SPIN's Not for Profit status Bernie to work with Dominic to post the Not for Profit status to SPIN website	Jul 19	Aug 15 Oct 17	Bernie
42	Review and revise the min amount required to sponsor an event. Current amount is set at \$500 and it appears that that is not enough. Set sponsorship to double the present values.	Jul 19	Aug 15 Sep 19 Oct 17	Dominic & Raj Dexter
43	Prepare SPIN article regarding continuous exposure	Jul 19	TBD	Raj
44	Prepare career planning session for our web site Contact Willis and ask if he is willing to share his material. Material has been received. Dominic to check for web space.	Jul 19	Aug 15 Sep 19 Oct 17	Dominic & Dexter
48	Remind all committee members that it would be advantageous for T-SPIN if we were all present at the next meeting (Sep 19) when Chris Wood is scheduled to visit.	Aug 15	Sep 01	

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49	Define the subject for the Nov 21 st event at IBM. Paul has the information. Paul to provide details to Dominic for web update	Aug 15	Aug 26 Oct 17	Rekha Paul
54	Work on budget details, starting from the draft presented at the meeting. Dexter and Dominic to complete the approval of the draft so that the presented draft can be published to the committee Draft budget presented, comments were invited so the budget can be finalized and presented for approval	Aug 15	Sep 19 Oct 17	Bernie Dominic Dexter
55	Dominic will assist Raj in putting the sponsorship package together (Outlook addresses translation to a list). Raj will use his email contacts for IT industry to create a new list of contacts for advertising events and seeking sponsorship. Dominic will investigate the possibility of putting this list on the website but with secure access to the executives only.	Sep 19	Oct 17	Raj
56	Contact Peter about HP sponsorship	Sep 19	Oct 17	Dexter
57	Investigate with TASSQ on how meetings costs are defrayed.	Sep 19	Oct 17	Dexter
58	Talk to Rob Spence re and solicit his assistance in soliciting sponsorship for SPIN events.	Sep 19	Oct 17	Raj
	Talk to Peter Harding to solicit his assistance in soliciting sponsorship for SPIN events	Sep 19	Oct 17	Dexter

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Ref 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
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 th September 2001 Toronto SPIN event.	May 16	8	8
7	Paul will coordinate 15 th November 2001 Toronto SPIN event	May 16	8	8
8	Paul and Rekha will exchange places for the coordination of Sep 2001 and Nov 2001 SPIN events	Jul 19	5	5
9	Minutes of the committee meeting held on 16 May 2001 were approved.	Jul 19	5	5
10	T-SPIN will only publish the material that was previously present at a T-SPIN event.	Jul 19	5	5
11	Toronto SPIN accepted the target of 4 events per year as guideline for setting up the budget.	Aug 15	6	6
12	Modify the event schedule from three events scheduled for Jan, Mar & May to schedule of two events for Jan & Apr.	Aug 15	6	6
13	Minutes from the meeting held on 15 th August 2001 were approved without any changes.	Sep 19	7	7
14	It has been decided to double the sponsorship costs to be doubled from the present \$500 and \$1000 to \$1000 (single event) and \$2000 (annual)	Sep 19	7	7

¹ Quorum is 5 members of the steering committee.

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Agenda: 17th October 2001	16:00 - 18:00	Combined meeting
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The Agenda is structured around discussion and status update of Action Items and new event ideas.

<u>Agenda Item</u>	<u>Responsible</u>	<u>Minutes</u>
1. Review and agree on agenda	Dexter	2
2. Approval of the last meeting minutes	Dexter	5
3. Review of action items	Dexter	30
4. Treasury report (Budget approval)	Bernie	5
5 Sponsorship report	Raj	5
<ul style="list-style-type: none"> • <i>Rob Spense</i> • <i>Peter harding</i> • <i>Cohen & Wolfe</i> 		
6. Communications report	Peggy	8
<ul style="list-style-type: none"> • <i>Communications plan feed back</i> 		
7. Program report	Paul	20
<ul style="list-style-type: none"> • <i>Nov15th 2001 event (Rekha) IBM Auditorium, 3600 Steels Ave East (At Pharmacy)</i> • <i>Jan 2002 event (Peggy?)</i> • <i>Mar 2002 event (TBD) metrics workshops with ASQ</i> • <i>May 2002 event (TBD)</i> 		
8. Webmaster's report	Dominic	10
<ul style="list-style-type: none"> • <i>Statistics</i> 		
9. Other Business	All	10
10. Recap and close the meeting down	Dexter	5

Parking Lot:

Prepare T-SPIN news outline for periodic mailing to the membership. I.e. Newsletter outline Send outline to the committee members. This item was parked until we can find someone to handle it.

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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 16	Jul. 18	Aug 15	Sep 19	Oct. 17	Nov 21	Dec. 19
Aubrey Yearwood	All	✓				☹	☹				
Bernie dePaulsen	All	✓		✓	✓	☹	✓	✓			
Dexter Zenar	All	✓	✓	✓	✓	✓	✓	✓			
Dominic Chan	All	✓	✓	✓	✓	✓	✓	✓			
Paul Nellis	All	✓	✓		✓	✓	☹	✓			
Peggy Gemert	All	✓	✓	✓	✓		✓	☹			
Raj Phalpher	All	✓	✓		✓	✓	✓	✓			
Peter Voldner	All				✓						
Rekha Kulshreshtha	All				✓	✓	✓				
Azeem Esmail	ALL							✓			
Dylan Lobo	All							✓			

Legend:
✓ Person attended the meeting
☹ Regret was received before the meeting

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Ref #	Closed 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
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-a	Request that Tiuu to provide last meeting summary feed back.	Mar 21	Apr 19	Tiuu Dexter
17-b	Request that Tiuu to provide last meeting summary feed back. Despite several calls by few people there was no reply from Tiuu. We will do this on our own.	Mar 21	Apr 19 Jun 20	Tiuu Dexter Paul
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
20	Prepare T-SPIN news outline for periodic mailing to the membership. I.e. Newsletter outline Send outline to the committee members. This item is shelved until we can find someone to handle it.	Mar 21	Apr 19 May 16 Jun 20 Aug 15 Sep 19	Peggy
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

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Ref #	Closed Action Items	Date Initiated	Due Date	Prime
23	Prepare and communicate information about the June 2001 event to the news media. <u>Clarification:</u> collect name, telephone, E-mail and/or URL where we can advertise for free our events. Rekha will be the custodian of the information but everyone should look for sources and let Rekha know about it	Apr 19	Apr 20 May 25	Dexter Rekha
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 See item 55 for new action item	Apr 19	May 16 Jun 20 Aug 15 Sep 15	Aubrey
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 16 Jun 20	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 Jun 20	Bernie
29	Talk to Peggy to prepare an invoice for CIBC sponsorship	Apr 19	Apr 27	Raj
30	Update event checklist by adding co-ordinator's responsibility to prepare sponsorship information package	May 16	Jun 20	Paul
31	Prepare and mail sponsorship drive (to all the members) after the next event.	May 16	Jul 20 Aug 15	Raj
32	After establishing initial contact with HP (re sponsorship) continue to work on HP's sponsorship. See item 56 for new action item.	May 16	Jun 20 Aug 15 Sep 19	Peter
33	Follow up on IBM's offer to host Toronto SPIN event and if there is an interest to provide a speaker. 21 st Nov. 2001 was approved	May 16	Jun 20 Aug 15	Rekha
34	Work on Pink Elephant as a host of Toronto SPIN event on the subject of ITIL	May 16	June 20	Raj
35	NORTEL may become a sponsor again if we can provide an information package showing NORTEL management the benefits of sponsorship. Cancelled the sponsor is no longer with NORTEL	May 16	June 20 Aug 15	Raj Peggy
37	Provide information required to determine costs and feasibility of submitting press release through newswire	May 16	Jun 20	Dominic
38	Copy Meta Tags from old Toronto SPIN web site into the new Web site. Submit Toronto SPIN's URL to major search engines.	May 16	June 20	Dominic
39	Revise Toronto SPIN pamphlet: reduce the font size of the text and leave more white spaces. Some work was done, the pamphlet was used at the last even, and we should review it in the committee.	May 16	June 20 Aug 15	Peggy
45	Prepare disclaimer and copyright statement for the web site	Jul 19	Sep 19	Dominic
46	Work out with Chris Wood his attendance at one the next meetings Chris Wood ha chosen Sep 19 meeting to attend: recommended to start the meeting with him while <u>all</u> are attending	Jul 19	Aug 15	Dexter

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Ref #	Closed Action Items	Date Initiated	Due Date	Prime
47	Rekha reported that no information was received on free advertising opportunities such as professional publication calendars, web site listings and other free advertising opportunities. Remind everyone to collect and provide the information available in the magazines and web sites and provide instructions on how to enlist to Rekha. See item 40.	Aug 15	Sep 19	Dexter
51	Define sponsorship guidelines and review and set up new minimum amount for sponsoring an event. Guideline already in place. See item 55	Aug 15	Sep 19	Raj
52	The bank account is down to \$28.00. New sponsors are needed urgently.	Aug 15	Sep 19	All
53	Publish draft budget presented at the meeting.	Aug 15	Aug 16	Bernie