

Agenda

➤ Objectives

- Review status of upcoming events
- Discuss status of planned improvements

Agenda Item	Responsible	Minutes
Gather and Roll Call	Rekha	5
Update from the Chair	Rekha	5
February Event Update	Rekha	5
Program Update	Vivienne	5
Member Reward Program Proposal	Vivienne/Andrew	10
Partnership Model Discussion	Vivienne	5
Webmaster Update	Marie	5
Open Action Item Review	All	10
Other Business	All	5
Roundtable and wrap-up/adjourn	All	5

➤ Teleconference Information

- Teleconference Number: 416-343-2604 or 1-866-576-2504 Conference ID: 4237073

➤ Next Meeting

- Wednesday, February 16th, 2005 from 5:00 pm – 6:00 pm via teleconference call

Gather & Roll-call

✓ - Person attended meeting
 ✗ - Regret was received before the meeting

Committee Member	Jan 19	Feb 16	Mar 16	Apr 20	May 18	Jun 15	Jul 20	Aug 17	Sep 21	Oct 19	Nov 16	Dec 21
1. Andrena Baksh	✓											
2. Dominic Chan	✗											
3. Doris Concepcion	✓											
4. Gerry de Koning	✗											
5. Bernie dePaulsen	✓											
6. Andrew Gurudata	✓											
7. Sanford Hersh												
8. Peng Hu	✓											
9. Rekha Kulshreshtha	✓											
10. Susan Muckle	✓											
11. David Penty												
12. Marie Shafi	✓											
13. Vivienne Suen	✓											
14. Aubrey Yearwood	✗											
15. Rodolfo Zuniga	✓											

3 consecutive meeting attendance rule (as per constitution)

Update from the Chair

➤ Steering Committee Update

- **Dominic** – unable to continue in role of Webmaster beyond a few months; role will be transitioned to Marie over the next few months
- **Dexter** – unable to continue in role for a few months; will contact us when situation changes
- **Raj** – unable to continue on committee due to other commitments

Steering Committee Roles	Primary	Backup
Steering Committee Coordinator	Rekha	Vivienne
Treasurer	Bernie	Aubrey
Communications Coordinator	Vivienne	
Program Chair	Vivienne	

Other Member Roles	Primary	Backup
Membership Coordinator	Andrew	
Webmaster	Dominic	Marie
Logistics Coordinator for Events (Event Manager)	See Program	See Program
Logistics Coordinator for Operations ???		
Secretary (new role; not in constitution)	Doris	

Update from the Chair

- Andrew volunteered for the Membership Coordinator role;
 - Still need a backup for marie for Webmaster role;
 - Request by Rekha for all SPIN committee members to submit a 1-page bio. Rekha to send out a template for everybody to use.
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- **Venues Available for Toronto SPIN Events at no cost**
 - **330 University (University & Queen)** – IBM Mobility Center Room (capacity 60)
 - **10 York Mills (Yonge & York Mills)** – IBM Meeting Room (capacity 120 – 140)

February Event Update

➤ Event Logistics

- Event Manager: Rekha Kulshreshtha
- Backup Event Manager: Doris Concepcion
- Date: Wednesday, February 2, 2005
- Location: IBM Mobility Center at Canada Life Building

➤ Event Poster has been published

➤ Speakers

- Project Management/Titanic - Mark Kozak-Holland (IBM)
- CMMI Lessons Learned - Andrena Baksh (Inergi)

➤ Snapshot Speakers:

- Vivienne Suen (TSPIN - 2005 Toronto SPIN Plan)
- Andrew? (TSPIN - 2005 Members Reward Program)
- August Ferenac (IBM - Lessons Learned on CMMI Journey to Level 3)

➤ Event Volunteers (need at least 4)

- Rekha Kulshreshtha
- Doris Concepcion
- Andrew Gurudata
- Peng Hu
- Vivienne Suen
- Rodolfo Zuniga

➤ Planned New Improvements

- First time public display of Toronto SPIN Banner (Andrew – need the stand)
- Plan to have Speaker mug gift packages in addition to certificates
- Improve process for event cost reporting to Treasurer

Program Update

Event	Topic (Speakers)	Event Coordinator	Backup Event Coordinator
February 2005	Project Management (Mark Kozak-Holland)/ CMMI Lessons Learned (Andrena Baksh)	Rekha	Doris
April 2005	Agile Methods (Scott Ambler & Kevin Aguanno)*	Vivienne	Susan
June 2005	RUP (Philippe Kruchten)*	Rekha (Markham) Vivienne (Downtown)	??? (Markham) ??? (Downtown)
September 2005	Testing (?)	Doris	???
November 2005	ROI (Khaled El-Emam?)	???	???

* - means speakers not confirmed yet

➤ If June is planned to be a back-to-back event, we need to determine how to update registration process in the website to accommodate the 2 events.

➤ Open call to members for future topics.

Member Reward Program Proposal

➤ Member Rewards Program

- Hold a year-end draw for members to receive some sort of prize (book, Cutter report, etc.)
- For every event attended, you get one entry in the draw
- Perhaps we could offer more entries for other activities, e.g. giving a snapshot, bringing a new member, referring a speaker
- Committee Members should not be eligible for the draw, but we could have a different year-end Committee M.V.P. prize (Chapters/Famous Players gift certificate?) that goes to the committee member(s) with the most valuable contribution
- Andrew volunteered to come up with a formula or model on how this will work.

Partnership Model Discussion

- Discussion of Partnership Models
 - We have been talking about holding joint events with other organizations; issues to consider are:
 - Admission fee – who does the money go to?
 - How do we get sponsorship from other organizations?
 - Some suggestions for partnership models:
 - Invitee Only – invite their members, but they still pay \$10 at the door
 - Discounted Invitee – invite their members at a discount
 - Event Co-Sponsor –

Webmaster Update

➤ Q1 Focus

- Transition role from Dominic to Marie
- Transition website from Dominic's company server to an independent environment where we can all have access

➤ Q2 Focus

- Prioritize and implement high priority improvements

➤ Actions for All

- Please copy Marie Shafi in all communications with Dominic during transition period to facilitate transition of role
- Bear with us while we focus on transition before making enhancements to current functionality
- Send all suggestions for improvement and requests for additional functionality to Marie Shafi so they can be placed on a backlog to be prioritized

Open Action Item Review – from November 2004

Ref #	Action Item	Date Initiated	Target Date	Prime	Status
80	Recruit additional volunteers to increase the number of Steering Committee Members to 12 to ensure quorum on all future committee meetings.	01/04/2004	12/31/2004	All	Closed
82	Need to fully staff Steering Committee positions	01/04/2004	4Q2005	All	Open
87	Consider big name event	01/14/2004	3Q2005		On Hold
88	IBM should be designated as a formal sponsor	01/14/2004	03/031/2004	Rekha	Open
93	Pursue Philippe Kruchten for a big even in 6 months	03/01/2004	01/19/2005	Vivienne	Closed
94	ASQ/TASSQ – need to establish linkage exchange criteria	03/01/2004	3Q2005		On Hold
95	Formalize relationship with CIPS and plan joint event	05/15/2004	2Q2005		On Hold
96	Automatic printing of Event Attendee Name Tags; List maintenance process (remove duplicates; order alphabetically)	06/16/2004	Until 2Q2005		On Hold
97	Water issue	09/22/2004	01/19/2005	Rekha	Closed
98	November SPIN Event Management	09/22/2004	01/19/2005	Rekha	Closed
99	Osellus SD Process 2004 Conference involvement	11/17/2004	12/01/2004	Rekha/ Vivienne	Closed
100	Issue reported by Sanford regarding non-PDF file attachments	11/17/2004	2Q2005		On Hold

Open Action Item Review – from December 2004

Ref #	Action Item	Date Initiated	Target Date	Prime	Status
101	Need to transition Webmaster role and website from Dominic to Marie	12/14/2004	1Q2005	Dominic / Marie	Open
102	Revisit rules for 'Not for Profit' organizations and see if we are adhering to them; need to check what administrative burden falls on us to maintain our status (e.g. election process)	12/14/2004		Andrena	On Hold
103	Need to draft a proposal on the details for membership fee rules	12/14/2004		Andrew	On Hold
104	Investigate relationship with Ottawa SPIN	12/14/2004		Vivienne	On Hold
105	Investigate relationship with Software Quality Magazine	12/14/2004			On Hold
106	Need to confirm with Dominic the total number of membership count; Need a validation process to confirm membership	12/14/2004		Marie	On Hold
107	Need to draft a Speaker Guidelines and a Snapshot Guidelines	12/14/2004		Peng	On Hold
108	Need to add to the Event Manager Checklist, a process for handing over 'stuff' to the next Event Manager	12/14/2004	02/15/2005	Rekha	Open

New Action Items – from January 2005 Committee Meeting

Ref #	Action Item	Date Initiated	Target Date	Prime	Status
109	Need to find a backup to Marie as Webmaster	1/19/2005			Open
110	Committee members to submit 1-page bio to Rekha	12/14/2004		All	Open
111	Committee members to send notification to Rekha if attending the February event.	1/19/2005		All	Open
112	Need volunteers for the February event (registration, door, room)	1/19/2005			Open
113	Someone to determine how to update registration process in the website to accommodate back-to-back events	1/19/2005			Open
114	Formula/model on how the Members Rewards Program will work	1/19/2005		Andrew ???	Open