

# Toronto SPIN Steering Committee Meeting Minutes

## Purpose

To review the status of Steering Committee with a focus on Web Development Requirements

## Logistics

Date: Tuesday, March 20, 2007

Time: 4:30 pm – 6:30 pm

Location: Face to face meeting, Ontario Energy Board, 2300 Yonge Street, Toronto, ON

## Agenda

Agenda Item	Presenter	Time
1. Gather and Roll Call	Rekha	10 min
2. Review Minutes from Last Meeting	All	5 min
3. Update from the Chair	Rekha	5 min
4. Discuss Web Change Log Requests	All	20 min
5. Review Action Items	All	10 min
6. Other Business	All	5 min
7. Roundtable and wrap-up/adjourn	All	5 min

## Attendees

Andrew Gurudata	Rekha Kulshreshtha	Sanford Hersh	Sue Muckle
Steve Turner	Winifred Menezes		

## Absent:

Doris Concepcion	Peng Hu	Vivienne Suen
Lara Duncan	Rodolfo Zuniga	David Penty
Dexter Zenar		

## Summary of Discussions

Discussion Items
1. <b>Gather and Roll Call</b> – Meeting started at 4:50 pm.
2. <b>Review Minutes from Last Meeting</b> – No changes requested by attendees to the minutes from the previous meeting.
3. <b>Update from the Chair</b> – There is a need to make some changes to our organization, as many of the senior members are quite busy with their day jobs, which results in a lack of follow-up on task completion. Steven Turner volunteers to fill a coordination role, yet to be fully defined, to assist the Steering Cmte in following up on action items and meeting minutes.  The Programme Subcommittee has been working on organizing an event for April / May 2007 but this has not yet been fully defined. Rekha will follow up with Vivienne Suen & Peng Hu on progress (new Action Item). Discussed the possibility of having the same event in more than one location (downtown and a week later in Mississauga or

Markham).

Vivienne Suen's travel schedule is making it difficult for her to continue as Programme Subcmte Chair and Peng Hu has an opportunity for an assignment outside of Canada. As a result, another Chair as well as subcmte member are needed. Rekha will follow up with potential Chair candidates (new Action Item).

Discussed the need to open up events to more than just contacts of T-SPIN members.

Reviewed an overall T-SPIN Operating Process Model. Rekha is working on the process map of various operational processes. It was agreed that the cmte should complete the chart & create project plan(s) to make the operational.

Discussed the potential for cmte members to do snapshots from industry events they have attended, like SEPG and ProjectWorld.

4. **Discuss Web Change Log Requests** – Reviewed both the New Development and Maintenance Change Requests.

- Rekha will discuss prioritisation with Rodolfo and Laura (new Action Item).

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5. **Review Action Items** – as the minutes from February were not available, the action items were not reviewed.

6. **Other Business** – no new business items were discussed

7. **Roundtable and wrap-up/adjourn** – Meeting was adjourned at 6:40 pm.

## Decisions Taken

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1. None

## Action Items

Item	Action Items	Owner	Due Date
1.	Develop a Process Model for SPIN Activities	Rekha	April 2007
2.	Disseminate Call for Speakers – did this happen?	All	March 2007
3.	Follow up planning progress with Vivienne & Peng regarding the April / May event.	Rekha	April 10, 2007
4.	Speak to candidates for Chair of Programme Subcommittee	Rekha	April 30, 2007
5.	Discuss prioritization of Web Change Log with Rodolfo and Laura and define work, with delivery dates, for web developers. Any outstanding resource requirements to be reported back to Rekha.	Rekha	April 30, 2007
6.	Send constitution and notes from annual planning session to Winnifred and Andrew.	Rekha	April 5, 2007
7.	Create draft Business Objectives for T-SPIN at high level, specific, directional	Winnifred	April 11, 2007
8.	Define periodic reviews for Steering Cmte on Business Objectives	Steven	May 2007
9.	Create template for information behind each box on the Operations Model	Rekha & Steven	
10.	Chair of each subcmte to review the Business Objectives and determine whether they are being met	Subcmte Chairs	

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11.	Plan a "CMMI Event" on what's new from CMMI, especially with a project mgmt bent to leverage cooperation with PMI, possibly with Monalisa and Dexter.	Winnifred	April 2007
12.	Send Winnifred the event planning package	Steven	March 2007
13.	Determine availability of a downtown site for an April / May event	Rekha	April 5, 2007
14.	Investigate potential locations for events via PMI/UofT and OEB	Sue	March 2007

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**Minutes Prepared by**

Steven Turner

**Next Meeting**

Teleconference on Wednesday, April 18<sup>th</sup>, 2007 at 12:00 pm – 1:00 pm. Details to follow.