

Toronto SPIN Steering Committee Meeting Minutes

Purpose

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

Logistics

Date: Wednesday, April 18th, 2007

Time: 12:00 pm – 1:00 pm

Location: Teleconference

Agenda

Agenda Item	Presenter	Time
1. Gather and Roll Call	Rekha	10 min
2. Review Minutes from Last Meeting	Steven	5 min
3. Update from the Chair	Rekha	5 min
4. Next Event	Winifred	10 min
5. Review Action Items	Steven	10 min
6. Other Business	All	5 min
7. Roundtable and wrap-up/adjourn	All	5 min

Attendees

David Penty	Rekha Kulshreshtha	Sue Muckle	
Steve Turner	Winifred Menezes	Vivienne Suen	

Absent:

Doris Concepcion	Peng Hu	Sanford Hersh
Lara Duncan	Rodolfo Zuniga	
Dexter Zenar	Andrew Gurudata	

Summary of Discussions

Discussion Items
1. Gather and Roll Call – Meeting started at 12:05 pm.
2. Review Minutes from Last Meeting – The minutes were accepted with no changes.
3. Update from the Chair – There are some changes to subcommittees: Winifred Menezes and Dexter Zenar are joining the Programme Subcommittee and Dexter Zenar is also joining the Sponsorship Subcommittee. We are looking for event venues. Rekha has been talking to someone at the IBM Lab, where they have a venue and may also have people willing to speak. The Canada Life building at 330 University will be available until June 2007. 3600 Steeles Ave is also available for free after normal office hours. Sue Muckle stated that the Ontario Energy Board may be able to host an event.

4. **The Next Event** – The focus is changes to the CMM, specifically CMMI. Could also look at the new Business Development CMM. Winifred is planning to speak, another speaker or enough people for a panel discussion need to be found. Monalisa is willing to be the event organizer.

- Winifred is also working on having a speaker from Keane for another event, but the timing of the event will be dependent on his travel plans. Winifred will follow up to see whether June or September would be possible..
- More details will be fleshed out at the next Program Subcommittee teleconf, on Monday, April 23rd

5. **Review Action Items** – see attached Action Log.

6. **Other Business** – There should be a recurring Steering Committee meeting agenda item to review the mail.

David Penty raised the possibility of an ITIL-based event. He will send the call for speakers note to potential speakers and will bring this to the Programme Subcommittee.

7. **Roundtable and wrap-up/adjourn** – Meeting was adjourned at 1:00 pm.

Decisions Taken

Decisions Taken
1. None

Minutes Prepared by

Steven Turner

Next Meeting

Teleconference on Wednesday, May 16th, 2007 at 12:00 pm – 1:00 pm.

Teleconference Details: 416-343-2604 or 1-866-576-2504 PC: 4237073