

1/16/09

To: HRC INCOSE Systems Engineering Summit planning committee members

Subject: Minutes from the 1/15/09 Systems Engineering Summit planning committee meeting

1. The INCOSE Huntsville Regional Chapter (HRC) convened a planning meeting for the 2009 Systems Engineering Summit by teleconference at 4:00 PM on 1/15/09. Discussions are summarized in paragraph 2 and meeting attendance is captured in paragraph 3.

2. Discussion: Action items and decisions

- AI#1: (action item owner: Chris DeRock) Draft Flyer
 - Chris will send out updated flyer today (1/15/09) for committee member review
 - Now need web site to be set up
 - Open
- AI#2: (action item owner: Matt Rainey) Implement procedures for RSA gate entry
 - No update
 - Open
- AI#3: (action item owner: Larry Smith) Use of the HRC-INCOSE web site for posting items
 - We will use our web site as the primary information dissemination vehicle
 - Have not updated web site yet (Chapter award submittal comes first)
 - Open
- AI#4: (action item owner: Bill Sowder) Assess resources requirements for hosting the conference; provide options/alternatives for the potential charge to attendees
 - Closed
- AI#5: (action item owner: Jack Stockdale) Options for snacks/refreshments during breaks
 - Jack will get with the Post Restaurant; email results to Larry
 - No progress
 - Open
- AI#6: (action item owner: Matt Rainey) Possibility of involving Sikorsky as a briefer or tour provider
 - Closed
- AI#7: (action item owner: Matt Rainey/Larry Smith) Finalize Day 1 and Day 2 Presenters
 - Locked in
 - OSD – keynote
 - Boeing
 - Sikorsky
 - Caterpillar
 - PM JAMS
 - NASA

- Possibles
 - PM Utility
 - PEO Aviation
- Panel participants
 - Tom Tytula
 - Dr. Snodderly – DAU
 - 3 industry speakers
 - Boeing
 - Sikorsky
 - Caterpillar
 - 3 government speakers
 - NASA
 - PM JAMS
 - Plus 1 more
- Open
- AI#8: (action item owner: Matt Rainey) Finalize static display on Tour Day
 - CH-47 is locked in, which means we can not do static display at the Sparkman Center (the aircraft is too big)
 - UH-160M is locked in
 - Will conduct the static display at Redstone Airfield
 - Need to nail down the times; tentatively start at 9:00 AM
 - Open
- AI#9: (action item owner: Chris DeRock) Define our target audience (including potentially inviting other chapters)
 - Closed
- AI#10: (action item owner: Tom Tytula) Recommend topics for tutorials and possible providers
 - OSD presenter – DoD 5000 Impacts to Systems Engineering
 - OSD presenter – SEP Best Practices
 - Tom Tytula – Requirements Tutorial
 - DAU presenter – Functional Analysis
 - Open
- AI#11: (action item owner: Matt Rainey) Develop a checklist for to-do's (timeline)
 - Closed
- AI#12: (action item owner: Larry Smith) Develop potential DAU tutorials
 - Closed (wrapped into AI # 10)
- AI#13: (action item owner: Jack Stockdale) Develop a list of potential tours
 - NASA
 - PADD – Performance, Analysis & Design Demonstrator
 - CEDAR – Collaborative Engineering Design Analysis Room
 - Army
 - PIF – Prototype Integration Facility

- Static displays
 - Need to finalize POCs and tour details
 - Open
- AI #14: all planning committee members provide a “guestimate” of how many people each of our companies/organizations may want to sponsor for the conference
 - Closed
- AI #15: all planning committee members identify to Larry Smith potential sponsors that he can approach on behalf of INCOSE.
 - Closed
- AI #16: all planning committee members: share any other speakers or companies that have received accolades for Best Practices (in addition to those listed in the GAO survey). Send inputs to Larry Smith, who will forward them to Steve Parker at AMRDEC.
 - Closed
- AI#17: (action item owner: Joe Hale, Larry Smith, Matt Rainey) check on the NASA and Army rules for covering a training expense, based on what the name of the event is (combines two unnumbered action items from 12/04/08 planning meeting)
 - Closed
- AI#18: (action item owner: Chris DeRock) Look at the bus transportation situation and formulate a plan
 - Action changed from “Look at the bus transportation situation” to “Look at the bus transportation situation and formulate a plan”
 - Chris will get with Jack Stockdale before 1/23/09
 - Suspense extended from 1/31/09 to 2/13/09
 - No progress to report
 - When is the cutoff date for fixing the number of buses?
 - Open
- AI#19: (action item owners: Matt Rainey/Guy Osborne) Next planning meeting preparation
 - Matt will provide call-in number for next meeting
 - Guy will provide meeting minutes from this planning meeting
 - Remains Open
- AI#20: (action item owner: Larry Smith) Investigate if we can use a private laptop to register new members at the event venue (outside Bob Jones Auditorium, RSA); does it have to be a government laptop?
 - Closed
- AI#21: (action item owner: Sam Loo) Contact INCOSE to see if we can register members any other way than online (i.e. non-electronic registration such as paper registration form and mail in a check)
 - Closed

- AI#22: (action item owner: Larry Smith) Investigate the possibility/feasibility of real-time video webcasting
 - No progress at this time
 - Matt will get with the Sparkman people and ask the question
 - Suspense 1/31/09
 - Open

- AI#23: (action item owner: Joe Hale) Can we use the NASA logo on the event flyer? If so, what is the process to gain approval?
 - Approved by NASA
 - Closed

- AI#24: (action item owner: Larry Smith) Determine protocol associated with use of Army logo(s) for use on the event flyer and other marketing/advertising literature.
 - Closed

- AI#25: (action item owner: Larry Smith) Contact INCOSE HQ re: liability
 - No progress
 - Waiting for a flyer to send them
 - Open

- AI#26 (action item owners are Larry Smith & Matt Rainey (Army), and Joe Hale (NASA)) Add the SE Summit to the respective training systems for the Army and NASA
 - Tied to flyer completion
 - Open

- AI#27 (action item owners are Matt Rainey/Larry Smith/Joe Hale) Synchronize the multiple tutorials and multiple tours in the Day 2 schedule into a single, executable plan
 - Single track or two tracks for tutorials?
 - Two tracks requires two venues
 - Bob Jones auditorium has dividers; can divide the room into two venues
 - Tours in the AM only, PM only, or both?
 - Affects the bus transportation plan
 - Matt will get over and talk with the Sparkman people and figure out details
 - Open

- AI#28 (action item owners are Larry Smith/Bob Robinson) Evaluate potential of using credit cards for SE Summit registration
 - Can we accept credit cards during registration online at the INCOSE web site set up for the SE Summit?
 - Can we use the HATS service?
 - Open

- AI#29 (New action item; owner is Matt Rainey) Research potential for booth space
 - Check with Bob Jones people
 - Open

3. Meeting attendance:

- Chris DeRock
- Tony Lindeman
- Sam Loo
- Guy Osborne
- Matt Rainey
- Larry Smith

4. The next event planning meeting: Thursday, 1/22/09, 4:00 PM by teleconference.