IEEE PSES Forensic and Failure Analysis Technical Committee

Core Team Meeting Minutes and Action Items

Meeting Time: February 12, 2009, 4:00 – 5:10P Eastern
Attendees: Ivan VanDeWege, Jonathan Jordan, Jack Burns,
                          John Allen, Robert Schick
Not In Attendance: Bill Drake, Darren Slee, Dennis Beaumont, Rich Vicars

Elected Officers:

Chair	Ivan VanDeWege
Vice Chair	Jonathan Jordan
Secretary	Rich Vicars (minutes for this meeting by R. Schick)
Communications	Dennis Beaumont

Minutes:

Meeting was called to order by Ivan VanDeWege. The following is a review of the February 12th meeting.

The List Server

Jonathan indicated that the subscribe link is ready to go. A confirming email is sent back to the subscriber. The link includes both the option to join and the option to leave the list. Jack advised that all outgoing email should include the option to opt-out.

Posts to do not carry the standard opt-out language, so it would be best if only communication from the technical committee to be sent out to the entire list. This will also prevent members from receiving an excessive quantity of emails. If a communication/newsletter is sent out by a committee member, then the opt-out content can be manually added.

Jack wants to collect information from subscribers upon their subscription to help manage issues such as bad email addresses. Right now, there is no approver for subscribers so there is no filtering of spammers but this should not be an issue as subscribers can only read and not send out messages.

Collection of subscriber information has to balance detail and "prying". Manpower to manage this database was discussed and Jack volunteered to manage the database at startup but stressed the importance of others sharing in this task. It was speculated that IEEE has a social networking tool; Ivan will look into this.

FFATC Web Site

Ivan will connect with Dennis on the status of the web site. It will need general info on the committee, the join link, symposium info and connection back to the PSES. Jack will provide information on how to link with the technical activities web site when it becomes available.

Letter of Invitation

Assigning of a particular target date was discussed but dismissed. The idea of a broad mailing was still felt to be valuable but would simply follow activation of the internet elements. The broad mailing has value as it comes from individuals.

Ivan will be updating the draft letter. At the board meeting, the question was presented: "what's in it for me?" The update will better communicate this topic.

Providing value to the subscribers

Jack and Ivan suggested to publicize conferences, meetings, events of interest, solicit papers or topics for papers and make subscribers aware of other societies available. The idea of a newsletter was discussed. To prevent it from being too burdensome, a quarterly was thought to be a good starting pace. Jack reminded everyone that published papers belong to the IEEE and that the PSES publishes a quarterly 30 page newsletter.

Possible sources for content could be the synopses of IEEE articles or even reuse of symposium presentations. Early newsletters can simply have papers attached along with a feature article. Jack advised everyone not to rush in getting a newsletter going.

An "Ask the Expert" feature is considered a great way to determine what subscribers' interests are.

Jack mentioned that Ivan attended his first board meeting as a member and Ivan's presentation was well received.

The meeting adjourned at 5:10.

Following is the updated action item list:

Item	Owner	Action	Status	Assigned	Due
1	Rich	Hook Bill Drake and Ivan up via email for invite to upcoming consortium in Austin	Complete	9 Oct 2008	9 Oct 2008
2	Ivan	Send invite to Bill Drake	Complete	9 Oct 2008	10 Oct 2008
3	Dennis	Create email distribution list – work with Dan Roman	Open	9 Oct 2008	31 Dec2008
4	Group	Develop list of peers whom you believe would like to be on distribution	Open	9 Oct 2008	
5	Dennis	Send out Outlook distribution for next meeting	Complete	9 Oct 2008	9 Oct 2008
6	Group	What will our short term (6 mo) and long term goals be?	Open	9 Oct 2008	
7	John	Generate a draft charter for group and share with team	Open	9 Oct 2008	11 Dec2008
8	Rich	Send Invite to Terry Munson of Foresite	Complete	9 Oct 2008	9 Oct 2008
9	Group	Review Invite letter	Open	13 Nov2008	11 Dec2008
10	Dennis	Investigate Website	Open	13 Nov2008	11 Dec2008
11	Jonathan	Revise 2nd paragraph of mission statement and send to core team	Open	11 Dec2008	
12	Dennis	Need to create web page using NVU. Get permission through his IS.	Open	11-Dec2008	
13	Dennis	Create email "reflector" list	Open	11-Dec2008	
14	Ivan	Talk to Gary about 4 presentations for Toronto 2009	Open	11-Dec2008	
15	Dennis	Add subscription list to web site.	Open	February 12	
16	Jonathan	Prepare signature for outgoing messages (with personal email	Open	February 12	

		address removed)			
17	Ivan	Will check for social networking tool within IEEE	Open	February 12	
18	Ivan	Will send out updated draft invitation letter	Open	February 12	