

Minutes for Committee Members Meeting

Date: May 16, 2013
Time: 10:00 AM CDT

Means: Conference Call

Attendees: Ahmet Erdemir
Lealem Mulugeta
Jerry Myers
Marc Garbey
Jacob Barhak
Gary An

Not Available: Tina Morrison

Agenda:

- 1 - Introductions (for previously absent members) - 10 min
- 2 - Task: Literature Survey (progress) - 10 min
- 3 - Task: Definitions (progress) - 10 min
- 4 - Task: Overview Presentation & Forum (progress) - 10 min
- 5 - Recruitment of additional Committee Members - 10 min
- 6 - Other business - 10 min

Action Items:

See Notes for details.

1. **Tina, Lealem, Marc:** Co-lead and start Task: Literature Survey. Next task is to coordinate on the literature survey to define the scope of the work, and how it will be divided among themselves.
2. **Gary, Ahmet:** Co-lead and start Task: Definitions. Next task is to consolidate the different terms from the presentation and the forum, and publish it on the forum.
3. **Jacob, Jerry:** Co-lead and start Task: Overview Presentation. Look over the forum to identify what needs to be updated in the presentation to reflect the thoughts of the different contributors on the forum.
4. **Marc:** Identify a statistician who is a potential Committee Member candidate.
5. **Gary:** Post to the forum regarding what we need consider for candidates that may be well suited for this committee before we start recruiting.
6. **Ahmet:** Schedule next meeting.
7. **Lealem:** Provide this meeting's minutes.

Outstanding Action Items from Previous Meeting(s):

8. **All Attendees:**
 - i. Recommend potential Committee Member candidates.
 - ii. Provide biosketches to Lealem and Ahmet if you have not done so already.
 - iii. Inform Lealem for prospective scheduling of biweekly meetings.
 - iv. Have subversion client set up, if not done so already.
 - v. Sign-up for Zotero reference library.
9. **Tina:** Provide names from National Academies for Advisory Council.
10. **Jerry:** Explore visibility options.

Notes:

1. **Introductions.** Attending previously absent members briefly introduced themselves and provided information about their backgrounds:
 - Marc – a Faculty member at University of Houston and works part of his time at Methodist as a academic liaison (<http://www2.cs.uh.edu/~garbey/>)
 - Jacob – has been working M&S in the medical field for the last 7 years (<https://sites.google.com/site/jacobbarhak/>)
 - Biosketches of all committee and advisory council members are also available in the subversion repository
2. **Instructions.** The use of project website was emphasized and various instructions were provided.
 - ***All attendees were asked to get a Zotero account with the Firefox plugin***, if they have not done so already.
 - ***All attendees were asked to submit brief biosketches***, if they did not provide one previously. Missing biosketches from the following people:
 - Marc Garbey
 - Tina Morrison
3. **Tasks.** Four initial tasks update were discussed.
 - For each task, it was anticipated that two Committee Members will lead the activity, while others providing supporting information. Forums can be utilized to acquire information from Committee Members, Advisory Council, and any other interested party, in an unstructured manner. The leading team of the activity will be responsible to conduct research relevant to the task and synthesize information provided by the others. It is expected that the leading team of the task will provide a running document in the source code repository (under version control with Subversion) to provide a structured and accessible summary. All attendees were encouraged to contact Advisory Council to get feedback. ***Co-chairs will pair with Committee Members to facilitate familiarity to the process.***
 - ***TASK: LITERATURE SURVEY.*** The literature survey team has started using Zotero to consolidate the various literature they have identified. They will review the documents and summarize and consolidate appropriate information where they can be further discussed among the team and other can contribute. Considerations are being made for making the literature repository more public. Copyright issues may prevent us from sharing the papers, but we can share web links to the papers and documents of interest.
 - ***TASK: DEFINITIONS.*** Gary and Ahmet have been discussing offline to consolidate the different terms, which they will ultimately place on the forum. One consideration we need to take into account is the meaning of the terms to the different disciplines and groups.
 - ***TASK: OVERVIEW PRESENTATION.*** Jacob and Jerry have started reviewing the feedback from the advisory council and committee members posted on the forum to augment the presentation.
 - ***TASK: VISIBILITY.*** No discussion covered in this area. The items covered from the previous meeting included Lealem asking attendees to think of ways to enhance visibility of the Committee.
 - Jerry volunteered to take point on visibility.
 - Tina proposed to write a white paper for reach out.
 - ***NEW COMMITTEE MEMBERSHIP CONSIDERATIONS.*** We still need three more members.
 - Marc advised to include a statistician since we will need someone with a strong background in statistical methods for uncertainty quantification, error estimation etc. Marc will help identify potential statisticians that are action oriented and well suited for the committee.
 - Gary noted that we need to carefully consider who is going to be well suited for this

committee. Generally, they should be people who have a vested interest in the field and relates to their work, but different enough that they will be engaged. Otherwise we may not get the level of contribution that is necessary to accomplish our goals.

4. **Other Business.**

- Lealem and Ahmet will workout the bugs on OpenMeeting during their regular weekly tags. Until then the Committee will continue to use the telecon line provided by Ahmet.
- Committee members will need to setup a subversion client. Instructions available online here: https://simtk.org/docman/?group_id=848
- Some key points were raised by Gary which he will post on the forum as a new thread:
 - A strategy for the eventual adoption/utilization of this initiative will concurrently help inform the process by which we go about developing these guidelines.
 - A "use-utility" based approach is needed such that individual researchers will take the extra effort to follow such guidelines. We should try and figure out what sort of more immediate reward would entice adoption, i.e. the Carrot.
 - There should be multiple types of standards/guidelines, each applicable to particular use contexts, and that all attempts should be made to avoid saying that one is "better" or more "rigorous" than another.