

Minutes for Committee Members Meeting

Date: May 14, 2014

Time: 1:00 PM CDT

Means: Conference Call

Attendees: Gary An
Ahmet Erdemir
Joy Ku
Bill Lytton
Lealem Mulugeta

Not Available: Jerry Myers
Tina Morrison
Lu Tian

Agenda:

1. Update on ASME V&V Symposium – 10 minutes
 - (a) Feedback highlights and possible actions we might consider to strengthen our goals.
 - (b) Interested parties: Marc Horner, Kenneth R. Balkey and Christopher J. Freitas.
2. Survey IRB exemption progress and launch date – 5 minutes
3. Proposed publication outline update – 5 minutes
4. Glossary of terms – 5 minutes
 - (a) Everyone should contribute to the definition of two terms before the meeting.
 - (b) Based on the outcomes of the V&V Symposium, this activity may prove to be more important than we may have anticipated.
5. Other items – 5 minutes

Action Items:

See Notes for details.

- **Ahmet:**
 - Follow up with the survey IRB application for potential launching of the survey.
- **Lealem:**
 - Evaluate and comment on the draft outline of Ten Simple Rules manuscript.
- **All:**
 - Contribute to the glossary.

Notes:

1. **ASME V&V Conference.** Lealem sent an e-mail to provide a quick update of the conference. In general, the feedback was very positive such that the question & answer session need to be interrupted.

- Kenneth Balkey, who is a senior vice president of standards/certification in ASME, indicated a personal interest. Kenneth has a background in modeling and simulation and the idea of using modeling and simulation to advance therapeutic devices is important for him. From standards perspective and within the context of biomedical devices, he will be more than happy to help us. The Committee may need to come up with ways to engage him.
 - Marc Horner, who works for Ansys, is very knowledgeable in V&V and sits in the V&V 40 Committee of the ASME, also expressed interest to our activities. Marc has a background chemical engineering, mathematics, and computer science and has been in the health domain for the last ten years.
 - Lealem also interacted with Chris Freitas. Chris works for Southwest Research and sits in the V&V 20 Committee in regard to computational fluid dynamics applications. Chris notices the importance of the glossary as in his experience, even within the engineering community there is a level of confusion. He may be good to include in glossary activities of our Committee.
 - These individuals may be good candidates to serve in the Advisory Council, for example Kenneth representing standards/guidelines community; Marc representing industry/math approach. Ahmet noted that we need to keep a good balance of backgrounds in the Advisory Council to ensure diversity. We may engage the aforementioned people as public contributors. Gary noted that this may not be an issue, while all have specific applications, they seem to recognize particular challenges across different domains.
2. **Survey.** IRB application was submitted. Ahmet should hear about it within a week. It may be possible to have the survey launched by June 1, 2014.
 3. **Publication.** Ahmet and Lealem met and discussed an outline. Ahmet provided the outline in a draft manuscript in the Subversion repository for others and showed its location. All are encouraged to look at and comment if they like. Ahmet and Lealem will iterate on this document. In following, they will ask others to provide feedback.
 4. **Glossary.** Lealem added more definitions. The Committee was asked to add as much as they can. With ASME's interest, as indicated in the V&V conference, we may want to focus on this activity. Following Bill's suggestion, Lealem is asking around to see if there may be any graduate students who are willing to help. Ahmet will ask around as well. There are a few people in the Advisory Council, e.g. Marlei Walton and Martin Steele, who may contribute. Yet, the definitions may be domain specific and NAS oriented. This is not necessarily an issue, any entry is better than none. Lealem tries to put proposed committee definitions to encourage discussions. Bill is providing definitions based on his experience. Gary wondered if it would be appropriate to describe terms the way he uses them in his publications. This is encouraged as it can provide the basis to start discussions and enhance the definition. It will also help pointing out the publication as a source of the definition.
 5. **Other.** No other issues were discussed.