

Minutes for Committee Members Meeting

Date: October 30, 2014

Time: 2:30 PM CDT

Means: Conference Call

Attendees: Ahmet Erdemir
Bill Lytton
Tina Morrison
Lealem Mulugeta

Not Available: Gary An
Jerry Myers
Lu Tian
Joy Ku

Agenda:

1. Survey visibility - 5 min
2. Survey data analysis - 5 min
 - (a) The data analysis team needs sample data
3. Glossary - 5 min
4. Committee perspective publication - 5 min
5. New members - 5 min
6. Other business - 5 min
 - (a) Webinar by Alison Marsden

Action Items:

See Notes for details.

- **Ahmet:**
 - Send three pairs of rules that are designed to be the same question in order to test the consistency of the survey taker
 - Release 20 randomly selected responses publicly so that the data analysis group can start working through the details of establishing the data analysis approach
- **Joy:**
 - Follow up with updating wiki permissions to allow any registered Simtk user edit the wiki pages.
- **Lealem:**
 - Send out a request for the rest of the
- **All:**
 - Promote the survey by forwarding the survey invitation to relevant groups in the community.

Notes:

1. Survey Visibility.

- Ahmet advertized the survey at CMBBE 2014 (QR code with description put on announcement board)

- Lealem has also contacted representatives of the Society for Simulations in Healthcare and MODSIM World

2. **Survey data analysis.**

- A request was made by the data analysis group to release 10-20 data set from the survey so that the data analysis team can start working through the details of developing the data analysis methodology. In addition, if there is no objection by the committee, the data analysis team thinks that releasing more data at intervals over throughout the survey period would be a good way to go in order to expedite/enhance the efficiency of the data analysis. There seems to be some agreement among the Committee that this approach is a good idea. Ahmet will work both of these issues.
- There was a request from the data analysis group to have the similar questions identified. Particularly the questions that are designed to be the same. Ahmet will send out these questions to the data analysis group as well.
- Ahmet has agreed to take action on the above items (see action items list)
- Lealem will also work to summarize the data analysis group meeting minutes, and post them to the forum discussion.

3. **Glossary.**

- Henry and Joy will be looking and glossary wiki privileges so that all SimTK registered users can contribute to the glossary. Currently the glossary is only editable by committee members. To be truly representative of the global M&S community, we need contributions from the global community.
- Tina has added half a dozen items to the glossary list

4. **Committee perspective publication.**

- Lealem is getting close to wrapping up the review of the outline. Once he is finished he will send it to Ahmet for finalizing and further distribution to the rest of the committee to move things forward.

5. **New Members.**

- We will be needing new member for the Executive and Advisory Council members. We are currently short two members in the executive committee. So we need to fill in these two slots first.
- As Bill also noted that the meetings are sparsely attended so we need to have more people on the executive members that attend the meetings more consistently. Initially it was considered to increase the roster beyond ten. However, Lealem suggested keeping it to ten since we are currently underpopulated and ten more active members should be more than enough to be representative of the broader community. So it was agreed that we should first try to fill the missing to seats, and the following individuals were recommended:
 - Patty Mabry (Recommended by Ahmet)
 - Maciej Swat (Recommended by Lealem)
- It was recommended that we send four names to the Executive Committee and Advisory Council as potential candidates to fill the two open seats. This means we need two more nominations. Lealem will send out this email with the progress report that he needs to send out to the advisory council.

6. **Other Business.**

- Dr. Alison Marsden's webinar on demonstrating application of models in clinical setting will be on January 22nd at 10am PST. A dry run will be conducted during the weekend before on January 15th at 11am PST. It'd be great if some of the committee members could tune in to provide feedback. Since this is the first webinar, it'll be particularly important to set a precedent for how we want these webinars to work, both content-wise and logistically.
- Tina is willing to help with drumming up more business, and coordinating future talks

- Bill nominated Marc Garbey for future speaker to discuss how his model is used to plan surgical procedures