

## Minutes from the Great Lakes SPIN Organizational Meeting

This gives an idea of what was done and the conversations that molded the vision and mission statement of the GL-SPIN.

This vision is still in place today at our general meetings and our steering committee meetings even though the group has grown and changed over the years.

# Great Lakes Software Process Improvement Organizational Meeting #1

Tuesday December 2, 1997  
University of Michigan - Dearborn

## Attendees:

Get sign-in in sheet

David Dietz (GDLS)  
Maureen Travalini(Kelly)  
Mary Watson (ITT Automotive)  
Mark Soderberg (ITT Aerospace/Communications)  
Duane Matlend (TACOM)  
Dr. Shridhar (U of M -Dbn)  
Peter Abowd (Ford-Visteon)

## I. Introductions 6:35 - 7:06

U of M Dearborn Representatives

Dr. Adnon Shaout Computer Architecture and Computer Design... Embedded Controllers Research

Dr. Shridhar ECE Chair Computer Vision and Pattern Recognition

Information about U of M Dearborn

Computer and Information Science programs both located in Engineering School.

University offers both a Masters in Computer Science and Computer Engineering.

Started a Software Engineering Certificate program jointly between CIS and ECE, close to a Master Program.

## II. Charter Presentation 7:10 - 7:31

Review of Draft Charter.

Need to clarify and refine committee roles, this may be accomplished through e-mail discussions.

Need to discuss and establish SPIN meeting procedures: Example of Chicago SPIN presented

Chicago SPIN meets monthly

Prior to meeting council meets ½ hour

Gathering arrives for informal networking session ½ hour

Formal presentation/meeting lasts approximately 1 hour

Various topics are presented at the different meetings

Some groups charge admission to cover nominal cost

Chicago SPIN has corporate sponsorship to cover financial needs of SPIN

One general member coordinates each monthly meeting

Each meeting announces the next one so planning occurs at least one month ahead of schedule

### Feedback on SPIN meeting procedures:

Three Items (Dr. Shridhar)

-Nourishment

-Networking

-Real Content

Shall we become the Steering Committee? (Mark)

Add ISO Qualifications to the Charter Document. (Shri ??)

Suggested meeting topic: Transition from Level 1 to Level 2 would be a widely useful issue.

Charter needs to encompass the following: Vision, Goal, Plans, Commitment, Success

### **III. Charter Discussion Decision Summary:**

December 2, 1997 Founding of Great Lakes SPIN.

Steering council meetings on Monthly Basis, first Thursdays. (exception January 9<sup>th</sup> in place of January 2<sup>nd</sup>, 1998)

January topic: Identify Roles and Needs Next meeting Decide on Roles

February topic: Individuals with assigned roles give definition of assigned Roles

March topic : Action plan on how to put defined role into action

### **Committee Member Communication Procedure:**

Recorder mails preliminary minutes to Mary

Mary reviews minutes and forwards to Duane

Duane will distribute the information out to the team.

### **IV. U of M Dearborn Support 7:43 - 7:50**

Availability of auditorium 150 and 300 people

Can support Web development connect SPIN off of ECE web

Could support developing a web page.

In January Meeting discussion of WEB page development

-what is requirements of Web site

Will host next meeting 2<sup>nd</sup> Thursday January 8<sup>th</sup>

Start time 6:30

Next meeting we will elect the steering committee

### **V. SPIN Program Topics**

Delay discussion of programming: until later meeting

Communicating and Marketing SPIN

-Consortium of software producers in Ann Arbor approx. 100 companies that may be interested

-Advertise via word of mouth ACM/ IEEE/ AITP