1. Welcome and Introductions

   Antonio introduced himself to the committee and introduced Chris Thompson (thompacs@purdue.edu), the NCO IT specialist, who WILL provide support to the UF to setup a web presence in Design Safe CI and setup “zoom” meetings.

2. Operation procedures:

   • In person meeting:

   In-person meeting, possibly at the Summer Institute in San Antonio, TX. The meeting is scheduled for July 24-28, 2017.

   • Meeting rules, e.g. Robert’s rules of order

   Robert’s rules of order were adopted by the committee

   • Balloting procedures, e.g. allow vote by email.

   The committee agreed to make decisions by vote in-person or by email, in which case the Secretary of the Committee will collect and tally the votes.

3. Election of the chair, vice chair, secretary and representatives to NHERI committees

   The Committee elected the following members as officers:

   • Chair: Russell Green
   • Vice-chair: Nina Stark
   • Secretary: Elaina Sutley

   The Committee elected the following representatives to the NHERI committees:

   • NCO: Russell Green, Nina Stark and Elaina Sutley as alternate
   • ECO: Adda Athanasopoulos and Elaina Sutley
   • Facility Scheduling: Mohamed Elsharawy and Ramtin Kargarmoakhar
   • Technology Transfer: Jim Malley

   Erik Johnson made the motion and Green Russell seconded. The motion was
approved unanimously.

Erik Johnson volunteered as the UF representative to the SimCenter, when this committee is established.

5. Work Plan for first year and milestones

• Frequency:
  
  The committee decided to meet initially once a month. Russell (chair) will send a doodle poll to decide the time for the next meeting

• User Satisfaction Survey: June 2017
  
  An ad-hoc committee was established, with the following members:
  
  Nina Stark (chair), Erik Johnson and Leslie Ritchie
  
  The NCO is concluding the contract with a firm to conduct the Survey. The contact is:

  Cynthia Zimber
  cynthia@teced.com
  VP, Business Development
  248-363-7400 Direct
  734-995-1010 x704 Ann Arbor
  www.teced.com

  TecEd
  User Experience Research and Design

6. Other

  The committee voted to approve Antonio Bobet as ex-officio member. A motion was made by Erik Johnson and was seconded by Green Russell.

The meeting was adjourned at 5:50 PM EST.