# TNI Information Technology Committee Meeting Summary
## August 20, 2015

## 1. Roll Call

| Participants | Present |
|---|---|
| Daystrom, William | X |
| Evans, Nick | X |
| Friedman, Maria | X |
| Hickman, Dan | X |
| Kuhn, John (Chair) | X |
| Parr, Jerry | X |
| Pierrot, Rebecca | |
| Shepherd, Mei Beth | X |
| Starr, Rip | |
| Varner, Pam | X |
| Ward, Keith (Vice Chair) | X |
| Wlodarski, Jan | X |

**Approve June 2015 Minutes**

**Changes: Item #7: Add the word "use" to the first sentence.**

**Motion:** Maria Friedman
**Second:** Pam Varner
**Approved:** Unanimous

## 2. Chicago TNI Meeting Overview

IT notes from the meeting: The Method Compendium, LAMS, and Gen App were reviewed. The new features introduced for LAMS were well received, as was the sorting/filtering for SW846 updates.

## 3. Website Update

Acronyms PDF is now up on the website in the TNI menu under TNI Documents. Dan's LAMS training webcast on the website now, in different places: on the Home page, the LAMS home page, and the courses page.

*Can we watch to see how many people, over the next couple of months, view the webcast?*

Stats for full website are gathered, but not reviewed very often. Before reviewing William would have to pull out visits by real people vs. visits by robots.

TNI Conferences – Meeting Presentations: Can this table have the date column? William can work on this, but it will be a little while before it can be done.

Social Media: This will be part of the website, but more of a full "communications" program/plan. There will be icons and links that will go to the different social media functions (LinkedIn, Twitter, Facebook).

Can we create something like NEMC where people can upload their TNI presentations? This won't be hard to do – it will be a matter of getting people to use it.

4.      **LAMS, Gen App, Method Compendium Update**

Method Compendium – all SW846 is finished except for Update 5, which Jerry sent Dan. This is a total replacement of what was provided last week. Dan is missing two old archive methods and is searching for those.

LAMS – IL was to get back to Dan with FOAs, but there has been no progress there. Aaren – PA FOAs by end of July didn't happen; Dan sent a note asking if he could help. FL – has completely gone through all demographics. Dan sorted through the database and uploaded a query that updated the demographics. They are now up to date. Dan is working with Steve to figure out how to get the FOAs in.

Gen App – Dan has 2 guinea pigs to try out the Gen App. Kansas is using it to help get the FOAs into LAMS. Dan did a live presentation at the conference and everyone was happy with the App. Judy Morgan and her QA officer is anxious to give it a try.

Utah was also interested in trying out the Gen App. The security end of the App still needs some work. William needs another 2 weeks to get this finished and working properly. He will then create documentation and guidelines for beta testers.

5.      **2015 IT Charter Update**

Review the draft that John sent around for our next call in August.

List 6 or 7 items for Goals/Objectives and prioritize them – some examples already suggested include:

1.   Training: Dan suggest a training seminar for AB assistants that work directly with LAMS
2.   Apps: General Application, Method Compendium
3.   LAMS improvements, website improvements (specifics?)
4.   Social media implementation
5.   Information posting protocol

Charter style: Use the new style that everyone is using – Jerry will send Jan a copy.

Jerry will dig up the Strategic Plan from last year, go through it, and find anything specifically mentions the IT committee. Google search on website – "Strategic Plan" it's the first link that comes up. Items to pull include the social media piece and increasing LAMS functionality for NGABs.

Questions and comments to consider:

•   Are the success measures (i.e., Kansas beta-testing gen app) generic or specific?
•   The Charter should not have timelines. We can capture this information in meeting minutes and working documents.
•   Should there be prioritization in the Charter list upfront? Some of these items are so long term and not in our control that trying to place deadlines may not be realistic.
•   We need to clarify the difference between Goals and Objectives.

7.      **Next Meeting:**  September 17, 2015; 3:00pm EST.