

## **Mentoring Working Group Meeting Minutes**

The Mentoring Workgroup of the TAC Committee met 7/12/07 on a conference call for 30 minutes. The following items were discussed.

The goal of the meeting was to finalize the documents that would be discussed, presented and provided in August. Here is a listing of the principle decisions and points made.

- The minutes had already been sent after being accepted, but we went over the list with Ray to catch him up.

### **Draft Mentoring Plan**

- It was noted that we needed Ray's review of both the Mentoring Draft Plan and the Presentation.
- After the meeting, Ray has provided comments and accepted the Mentoring Plan. The new Final Draft is dated 7/13/07.
- Jim needs to send the Draft Mentoring Plan to Barbara for posting on the web and to the TAC.

### **Cambridge Meeting Presentation**

- The slide show was reviewed for recent updates and accepted by all of us.
- We discussed who would present which slides (Jim 1-8, Ray 9-14, Kristen 15-22, Jim 23).
- We agreed that minor changes could be made to the presentation, but Jim will have to be notified.
- We agreed that we did not need a complete practice session and that each of us would prepare independently.
- Jim needs to send the slides to Betsy for copying, to Barbara for posting on the web, and to the rest of TAC for review.

### **Other Documents**

- We discussed the status of remaining documents, including the Training power point and the Mentoring Plan Guidance Document (providing project planning assistance on specific objectives with milestones). Neither of these has been completed, and should be worked on now that the Draft Plan is complete. Neither is needed before August.

We decided that another call is not necessary unless we receive significant comments from the committee (TAC).

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