



Training Strategic Level Working Group Adopter Subcommittee

Meeting Notes July 21, 2004

Meeting Date	July 21, 2004 12:45pm
Attendees:	<p>Chair: Edith Zang PhD, Institute for Cancer Prevention</p> <p>Participants: Naveen Vinukonda MS, Institute for Cancer Prevention Brian Pittman MS, Institute for Cancer Prevention Vicki Liang MS, Institute for Cancer Prevention</p> <p>NCI: Marsha Reichman, PhD, Lynette Grouse, Jamie Keller, Kim Diercksen</p> <p>Booz Allen: Cait Cusack, Anureet Deu</p>
Agenda	<ol style="list-style-type: none"> 1. Open Meeting 2. Update on videoconferencing testing 3. Training Strategy Document 4. Identify areas of interest; make assignments 5. Discuss formulating SOWs related to adopter training 6. Other Issues and Concerns 7. Confirm next meeting
1. Update on videoconferencing testing	<p>Vicki Liang updated the group on the status of videoconferencing testing. She explained that the data transfer option of net meeting was working when tested yesterday, however, when testing this morning, the firewall prevented it. They will attempt to connect again this afternoon and watch the server to determine what port needs to be opened to provide the data .</p> <p>Cait Cusack presented an update sent to her by Ed Quick. He has reached out to Jim Harrison at UPMC-but he is on a Mac platform. John Desocio at OHSU has been working hard on the firewall issues both at IFCP and OHSU. He is working on some general requirements should NCI want to host, although presently thinks it is premature to be doing this in the near term, but notes that 'an overall specification or project plan for implementing this at the grid level could be a valuable outcome of our current endeavor'</p>
2. Training Strategy Document	<p>Naveen Vinukonda updated the group on the status of the training strategy document. He has made a framework of the document which he is planning to circulate in the next few days. He requested that everyone read the document and choose which section they feel they can begin writing for. The goal is to be able to assign sections to centers at the next meeting.</p>



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	Edith Zang will be sending the document out to the subcommittee for approval, after which they will be distributed to others.			
3. Discuss formulating SOWs related to adopter training	The group discussed that the key documents planned to be produced in the early stages of the project include: <ul style="list-style-type: none"> • Training strategy document • Project plan • White paper's that come out of that document • SOPs 			
4. Other Issues and Concerns	The group discussed the low participation in these calls. Edith Zang agreed to call cancer centers individually to touch base and request participation. The question was posed as to whether an assessment of what equipment other cancer centers are utilizing was completed. Naveen explained that a questionnaire was sent to the centers, however, the portion inquiring about equipment was not included due to space limitations. Caitlin will double check with Felicia to determine the status of another questionnaire.			
5. Confirm next meeting	The next meeting will be held in four weeks on August 18, 12:45 ET.			
Action Items:				
	Name Responsible	Action Item	Date Due	Notes
	Edith Zang /Naveen Vinukonda	Send training strategy document to adopter subcommittee		
	Cait Cusack	Touch base with Ed Maibach and Felicia Solomon regarding equipment survey		