

# 2017-11-20 CVDI Leadership (UL Lafayette) Meeting Notes

## Date

20 Nov 2017

## Call In Info (UberConference)

For those in USA only: [Dial 337-247-7555](tel:337-247-7555) (no PIN needed)

## Agenda

- Review Matt's Meeting Notes from 2017 Fall Meeting
- Update on 2017 Fall Meeting Post-Event Survey
- Update on Confluence Site
- Year 6 Mid-Year Project Reports
- Monthly UL CVDI Team Meeting

## Attendees

- [Sally Johnson](#)
- [Matthew Delcambre](#)
- [Raju Gottumukkala](#)
- [gstewart@louisiana.edu](mailto:gstewart@louisiana.edu) (Geoff Stewart)
- [Reece Theriot](#) (Reece Theriot)

## Not Present

- [Andrea F.](#)
- [Vjay Raghavan](#) (Vijay Raghavan)

## Discussion items

Item	Notes
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<p><b>Review Matt's Meeting Notes from 2017 Fall Meeting</b></p>	<p>Matt -</p> <ul style="list-style-type: none"> <li>• 66 attendees participated at the event</li> <li>• Strong IAB attendance</li> <li>• All UL IAB members attended</li> <li>• GSK had the largest number of attendees (6 or 7)</li> <li>• Matt is open to how we do Year 7 or proposed projects in the future</li> <li>• 25 prospective projects presented</li> <li>• NSF pushes for student and researcher involvement</li> <li>• Need to find a way to get the students more involved with the IAB in these meetings</li> <li>• Collaboration tool was well received</li> <li>• Have 16 different IAB companies that represent 20 IAB voting memberships</li> <li>• Going into Year 7 we already have commitments for additional IAB members <ul style="list-style-type: none"> <li>• Currently Drexel &amp; SBU have some IAB membership challenges that they are trying to address</li> </ul> </li> <li>• Bob Boland (J&amp;J) ask for better metrics in comparison to other centers</li> <li>• Matti Vakkuri (Tieto) was very vocal on collaboration on meetings</li> <li>• Steve Greenspan had some great insight on what we need (e.g., better understanding the skills of our researchers &amp; partner universities)</li> <li>• Next meeting (2018 Spring Meeting) will be held at Drexel University on March 20 - 22, 2018</li> <li>• Matt reviewed the ACTION ITEMS from the Fall Meeting Notes (<a href="#">LINK</a> to notes)</li> <li>• There was a request to start having a CVDI marketing annual report again for the center <ul style="list-style-type: none"> <li>• Challenge: It's a time consuming process</li> <li>• In the past, UL did most of the report</li> <li>• Unless the other sites want to step up - it makes it very difficult to produce</li> </ul> </li> <li>• Deep dives (Year 6 &amp; 7) before 2018 Spring Meeting <ul style="list-style-type: none"> <li>• IAB wants them all prerecorded &amp; available online</li> </ul> </li> <li>• Aerial and Matt provided Don Price (NSF evaluator) with the stats he needed to finish his report</li> </ul> <p>Raju -</p> <ul style="list-style-type: none"> <li>• For the 2018 Spring Meeting - we should: <ul style="list-style-type: none"> <li>• Ask the questions: <ul style="list-style-type: none"> <li>• What's next?</li> <li>• How do we continue the momentum/discussion?</li> </ul> </li> <li>• Continue cross-institutional sharing/learning</li> <li>• Clarify the long-term strategic research vision</li> <li>• Possibly writing a vision paper, special issue journal or workshop</li> </ul> </li> <li>• Year 7 project proposals - possibly prerecord and possibly a different format at the 2018 Spring Meeting (make it more interactive)</li> </ul>
<p><b>Update on 2017 Fall Meeting Post-Event Survey</b></p>	<ul style="list-style-type: none"> <li>• 29% response to the survey</li> <li>• 19 individuals completed the survey</li> <li>• More IAB that responded, less PIs that responded</li> <li>• Sally will email out a PowerPoint with the survey results later today</li> </ul>
<p><b>Update on Confluence Site</b></p>	<ul style="list-style-type: none"> <li>• Current 65 of the 100 user licenses have been issued</li> <li>• Sally &amp; Matt gave a brief overview of Confluence for Geoffrey &amp; Reece</li> <li>• Sally will grant Geoffrey &amp; Reece Confluence user licenses</li> </ul>
<p><b>Year 6 &amp; 7 Deep Dives</b></p>	<ul style="list-style-type: none"> <li>• Matt gave an overview of what a "deep dive" session has looked like in previous years <ul style="list-style-type: none"> <li>• Funded projects would each hold a 20-minute live session via UberConference</li> <li>• IAB would dial in and give feedback on the projects</li> <li>• Last year, all deep dives were recorded (Sally coordinated &amp; recorded sessions)</li> </ul> </li> <li>• This year due to the number of projects (currently 25), we will be asking the individual project teams to record their own deep dive session and upload to their Confluence project page sometime in the 2018 Jan/Feb timeframe. Recordings can be voice recording over slides - does not need to be true "video" recording. IAB can then view these project recordings at will prior to the 2018 Spring Meeting.</li> <li>• Sally will develop a standard deep dive template for use by all of the project teams</li> <li>• Instructions, template, recording time limit and timeline will be developed &amp; distributed before the end of the year</li> </ul>

<b>Year 6 Mid-Year Project Reports</b>	<ul style="list-style-type: none"> <li>• Mid-year reports are due: December 31, 2017</li> <li>• Sally will work with Vijay &amp; Raju to develop a new revised template for this report &amp; it will be distributed to the project PIs around December 1st</li> <li>• The template may be based on the "poster" template that was used at the 2017 Fall Meeting</li> </ul>
<b>Matti's Visit to Lafayette</b>	<ul style="list-style-type: none"> <li>• Matt Vakkuri (Tieto) is confirmed to visit UL Lafayette on Jan 31 - Feb 1, 2018</li> <li>• We will need to prepare an agenda for his visit</li> <li>• It may make sense to invite our local IAB for a session while Matti is here <ul style="list-style-type: none"> <li>• Could use this time to review the UL projects prior to Spring Meeting</li> </ul> </li> <li>• Possible guest lecture series (one of Matti's co-workers will be presenting in New Orleans &amp; could come over to speak)</li> </ul>
<b>Monthly UL CVDI Team Meeting</b>	<ul style="list-style-type: none"> <li>• Sally will begin scheduling these monthly meetings</li> <li>• Schedule one for December &amp; then schedule one for January around Matti's visit</li> </ul>
<b>UL CVD Leadership Bi-Weekly Meeting</b>	<ul style="list-style-type: none"> <li>• The next two scheduled meetings are: <ul style="list-style-type: none"> <li>• Monday, December 4 at 9:00 AM</li> <li>• Monday, December 18 at 9:00 AM (this meeting may be canceled if university is closed for the holidays)</li> </ul> </li> </ul>
<b>UL Lafayette IAB Members</b>	<ul style="list-style-type: none"> <li>• <u>New IAB</u> <ul style="list-style-type: none"> <li>• Tieto will be a new IAB member starting Year 7</li> <li>• We have a verbal commitment from LGH to join next year</li> </ul> </li> <li>• <u>IAB Rolling Off</u> <ul style="list-style-type: none"> <li>• LITE Center (because they are now an official university entity)</li> </ul> </li> <li>• <u>IAB Prospects</u> <ul style="list-style-type: none"> <li>• Acadia - Matt has had some high-level conversations with them</li> <li>• LHC - we will probably do some work with them. They want to look at doing some work first before joining CVDI.</li> <li>• Stuller - Matt has been in contact with them. Need to identify the correct contact.</li> </ul> </li> </ul>

## Action items

- ✓ **Sally Johnson** Email out the results of the 2017 Fall Meeting post-event survey to CVDI Leadership (**LINK** to survey results)
- ✓ **Sally Johnson** Grant Confluence user license to [gstewart@louisiana.edu](mailto:gstewart@louisiana.edu) (Geoffrey Stewart) and [Reece Theriot](#) (Reece Theriot)
- ✓ **Sally Johnson** Add [Reece Theriot](#) (Reece Theriot) to the CVDI Internal Leadership Meeting invite for future meetings
- ✓ **Sally Johnson** Develop a standard deep dive template for both Year 6 & Year 7 deep dives (by end of Dec 2017)
- ✓ **Sally Johnson** Develop instructions & timeline for uploading deep dives to Confluence project pages & communicate to PIs (by end of Dec 2017)
- ✓ **Sally Johnson** Develop new mid-year project report template with input from [Vjay Raghavan](#) (Vijay) & [Raju Gottumukkala](#) & distribute to PIs (by beginning of Dec 2017)
- ✓ **Sally Johnson** Schedule Dec 2017 & Jan 2018 UL CVDI Team Meetings (this week)
- ✓ [Matthew Delcambre](#) Develop agenda for Matti's visit Jan 31 - Feb 1, 2019