

# 2017-12-04 CVDI Team (UL Lafayette) Meeting Notes

<b>Date/Time</b>	<b>Monday, December 4, 2017</b> 3:00 PM - 4:00 PM (Central Time)
<b>Meeting Location</b>	Abdalla Hall - Conference Room C Call In # (if needed): <a href="tel:337-247-7555">Dial 337-247-7555</a> (no PIN needed)
<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Year 6 Mid-Year Reports</li> <li>• Year 6 Deep Dive Strategy</li> <li>• Year 7 Project Proposal Thoughts</li> <li>• 2017 Fall Meeting Action Items</li> <li>• January Local IAB Meeting</li> </ul>

Attended	Absent
<ul style="list-style-type: none"> <li>• Matt Delcambre</li> <li>• Raju Gottumukkala</li> <li>• Vijay Raghavan</li> <li>• Jian Chen</li> <li>• Emad Habib</li> <li>• Andrea Aloisio Frey</li> <li>• Sally Johnson</li> </ul>	<ul style="list-style-type: none"> <li>• Henry Chu</li> <li>• Khalid Elgazzar</li> <li>• Jennifer Lavergne</li> <li>• Magdy Bayoumi</li> </ul>

## Discussion Items

Item	Notes
<b>Year 6 Mid-Year Reports</b>	<ul style="list-style-type: none"> <li>• Sally sent out the Year 6 Mid-Year report template &amp; instructions to all Year 6 PIs &amp; CVDI Leadership last Friday (12/1/17)</li> <li>• Mid-Year Report are to be uploaded by the project PIs to their Confluence project page</li> <li>• Deadline for uploading completed report to Confluence: <a href="#">December 31, 2017</a></li> </ul>
<b>Year 6 Deep Dives</b>	<ul style="list-style-type: none"> <li>• Deep Dives typically have occurred in late winter or early spring &amp; have been hosted/facilitated sessions</li> <li>• The challenge this year is "How do you do 26 individual Deep Dive sessions?"</li> <li>• Based on IAB feedback, the year each Deep Dive will be a <b>recorded</b> presentation that will be placed by the PI on their Confluence project page &amp; the IAB will review the recordings at their leisure</li> <li>• This will be an audio recording over a PowerPoint presentation (a <b>narrated</b> voice over recording not a video presentation)</li> <li>• Year 6 Deep Dive template has been created &amp; is in the process of being approved</li> <li>• Time limit for recording: 20-30 minutes</li> <li>• Site Directors will be responsible for making sure that their project PIs upload their project recordings to Confluence</li> <li>• All recorded Year 6 Deep Dives will need to be uploaded to Confluence by: <a href="#">Friday, February 16, 2018</a></li> </ul>
<b>Year 7 Project Proposals</b>	<ul style="list-style-type: none"> <li>• Based on IAB feedback, each proposed project will be a recorded presentation that will be placed by the PI on their Confluence project page &amp; the IAB will review the recordings at their leisure (same process as the Year 6 Deep Dives but using a different PowerPoint template)</li> <li>• Year 7 Presentation template has been created &amp; is in the process of being approved (template is similar to the CVDI presentation PowerPoint template used in the past)</li> <li>• Time limit for recording: 10-15 minutes</li> <li>• Site Directors will be responsible for making sure that their project PIs upload their project recordings to Confluence</li> <li>• All recorded Year 7 proposed project presentations will need to be uploaded to Confluence by: <a href="#">Friday, February 16, 2018</a></li> </ul>
<b>2017 Fall Meeting Action Items</b>	<ul style="list-style-type: none"> <li>• <a href="#">LINK</a> to 2017 Fall Meeting Notes with Action Items</li> </ul>

<b>January Local IAB Meeting</b>	<ul style="list-style-type: none"> <li>• Planning another local IAB Meeting to be held late Jan 2018 in conjunction with visit from <a href="mailto:matti.vakkuri@tieto.com">matti.vakkuri@tieto.com</a> (Tieto)</li> <li>• Matti will be here between Jan 30 - Feb 1, 2018</li> <li>• This would be an opportunity for IAB to get together to review local proposed Year 7 project to make sure we are all on the same page (prior to the 2018 Spring Meeting)</li> <li>• To summaries, our current local IAB members are: <ul style="list-style-type: none"> <li>• Schumacher Clinical Partners</li> <li>• CGI (2 memberships)</li> <li>• USGS</li> <li>• Tieto</li> </ul> </li> </ul>
----------------------------------	--

## Action Items

- ✓ [Sally Johnson](#) - Develop Confluence training for PIs, CVDI Leadership & IAB to be presented or distributed the beginning of January 2018
- ✓ [Sally Johnson](#) - Sally to work with [Jian Chen](#) - develop training on "how to use/edit" in Confluence using Jian's Year 6 project page
- ✓ [Sally Johnson](#) - Resend the email from last Friday with Mid-Year report template & instructions to [Jian Chen](#) (Complete)
- ✓ [Sally Johnson](#) - Get approval of Year 6 Deep Dive & Year 7 Proposed Project Presentation templates
- ✓ [Sally Johnson](#) - Develop training instructions of how to make a voice over PowerPoint recording & upload to Confluence (these instructions will be distribute the beginning of Jan 2018 to PIs to record their Year 6 Deep Dives & Year 7 Presentations)
- ✓ [Sally Johnson](#) - Look up storage capacity of Confluence site to make sure that the site can accommodate uploading multiple recorded videos
- ✓ [Matthew Delcambre](#) - To reach out to [Sumit Shah](#) and [richard.bissonette@cgi.com](mailto:richard.bissonette@cgi.com) (CGI) to see if they would be able to come to Lafayette for a local IAB meeting (sometime between Jan 30 - Feb 1, 2018) or if they would like a local company representative to attend
- ✓ [Matthew Delcambre](#) - Poll the UL Lafayette IAB members and Year 6 & 7 PIs to see what would be the best date/time for a 2-hour local IAB meeting
- ✓ [Raju Gottumukkala](#) - Contact Schumacher & get one general email address & give to [Sally Johnson](#) to set up one additional "shared" Confluence user license for Schumacher