MEETING OF THE NHERI USER FORUM COMMITTEE
June 19, 2017

AGENDA

1. Welcome and Introductions

Present: Russell Green; Elaina Sutley; Nina Stark; Antonio Bobet (NCO); James O'Malley; Adda Athanasopoulos-Zekkos; Mohamed Elsharawy; Erik Johnson; Ramtin Kargarmoakhar

Absent: Liesel Ritchie

2. Agenda Items

a. User Satisfaction Survey

Nina provided an update. Survey deadline was extended from June 14 to Friday, June 16 at 8:00pm. Current status – waiting on feedback from TechEd. Jason shared with Antonio that there were 64 total survey participants. The survey sub-committee will meet with Jason and Antonio next week. A doodle poll will be sent out.

Action Item: Nina, Erik, Liesel, Antonio, Jason, et al. schedule small group meeting for late next week.

b. In-person Meeting July 24-25 in San Antonio

Antonio shared two important issues for the in-person meeting:

– review Science Plan and Survey results before the in-person meeting to promote efficient and effective discussion

-Determine a plan for next year's activities.

The UF will meet with the NCO for an hour on Monday afternoon (~3:30-4:30pm) to brainstorm ideas for next year's activities.

The UF should try to meet with the NHERI PIs to aid in questions for next year's survey. NCO will reimburse our travel expenses to in-person meeting.

Action Items: Elaina will update the agenda based on meeting discussion, and circulate to the UF for feedback. **Elaina** will cross-check the schedule of the Summer Institute to determine a best time to meet with PIs. **Russell (?)** will need to reach out the NCO to connect with the PIs.

All UF members planning to attend the in-person meeting should register for the Summer Institute online through DesignSafe for planning purposes. Tentative deadline to

register is June 21. The official deadline is July 12.

c. Webpages on DesignSafe

We need ~4 sentences on each person's background to show that we cover a wide range of expertise on the UF.

Topic of discussion for in-person meeting: What does the UF have on DesignSafe in addition to our personal backgrounds? Do we want a UF email address? Do we want private sharing capabilities in addition to public sharing capabilities?

Action Item: Elaina will email the UF requesting background description of members and portrait. After receiving, **Elaina** will compile and share with Chris Thompson (NCO IT) to put it on DesignSafe. **All UF members:** send Elaina a photo and short (~4 sentence) description of your expertise for publishing on UF DesignSafe webpage.

3. Other

Tentatively the next UF meeting will July 17 from 2-4pm ET, one week ahead of the in-person meeting. If no agenda items develop, then we will hold conversations for the in-person meeting. Otherwise the time will be saved to discuss any last minute organizational (or other) topics in preparation for the in-person meeting.

Action Item: Antonio will confirm that there will be a call-in information for remote attendance.