



CMAST Implementation Task Group

Conference Call Meeting Notes

Thursday, September 18, 2008

1:00 – 2:00 p.m. EDT

Chair: Dan Wacek; Acting Chair: Brian Crooks, Cardinal Glass Industries, Inc.

Participants: Brian Crooks, Mahabir Bhandari, Gurjinder Singh Dhani, Frank Fisher, Sneha Kumar, Robin Mitchell, Scott Hanlon, Jessica Ferris

- 1) **Determination of Scope** – It was agreed that it should reflect what is set forth at the beginning of the Software Approval Guidelines. Staff will propose scope language for next conference call.

It was also determined that D. Charlie Curcija will need to be part of this task group as he is the software developer and therefore intricately involved in completing required tasks.

- 2) **Discussion of actions needed** – The task group discussed tasks that needed to be addressed per the Software Approval Guidelines and incorporated those initial tasks in the task list spreadsheet.
- 3) **Proposed revisions were considered to the following pertinent NFRC documents (refer to task list):**
 - a) List of Approved Computer Simulation Programs
 - b) Simulation Manual
 - c) Program Documents: PCP, LAP, CAP, CEAP (new proposed program document)
 - d) NFRC 100, 101, 103
 - e) NFRC 200
 - f) NFRC 300, 301, 302
 - g) NFRC 500, 500UG
 - h) Database:
 - i) Database Manual for IAs
 - ii) Database Manual for Simulation Labs
 - i) Other
- 4) **Assignments** – See task list
- 5) **Schedule next conference call** – The task group recommended that the task group try and meet regularly every two weeks. Next conference call is scheduled for Tuesday, September 30, 2008 at 1:00 PM Eastern Time.
- 6) **Meeting adjourned at 2:30 PM EDT**