



## CMAST Implementation Task Group

Conference Call Notes

Tuesday, September 30, 2008

3:00 – 4:00 p.m. EDT

Chair: Dan Wacek

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**Participants in Attendance:** Dan Wacek (Chair), Mahabir Bhandari, Brian Crooks, Charlie Curcija, Frank Fisher, Sneh Kumar, Marles McDonald, Robin Mitchell, Gurjinder Singh Dhani, Scott Hanlon, and Jessica Ferris.

- 1) **Recording secretary appointed – NFRC Staff**
- 2) **Notes from September 18, 2008 conference call** - Posted on task group page for review and any additional comments. Staff will make sure to forward those notes as well to the full task group by email.
- 3) **Agenda reviewed and approved**
- 4) **Proposed Scope for the task group was reviewed and approved as presented:**
  - a) *The CMAST Implementation Task Group is responsible for reviewing and evaluating the Component Modeling Approach Software Tool (CMAST), accompanying User's Manual, validation results, and any commitments provided by the software contractor. The task group shall identify how CMAST meets each of the nine criteria in the "NFRC Software Approval Guidelines" and shall provide a brief description of how well CMAST satisfies each criterion.*

Action Item: Chair will present this scope to the Software Subcommittee for approval in November.
- 5) **Review current CBA List** – Task group agreed that a CBA List was not necessary to create and maintain as this is currently being addressed by NFRC (i.e., the Board) and should be offered to the task group as part of the approval package. For the next conference call, Staff will provide the task group with current software expenditures and software expenses pending for the remainder of 2008 and 2009.
- 6) **Initial Research Report on CMA** – Copy of this report was provided to the task group for their reference.
- 7) **Review of Task List** – Task group reviewed the task list and established the following:
  - a) Task 3 & 4: Subtask 3B and 3C – These subtasks were discussed with software contractor, Charlie Curcija, and a timeline was established. (see revised Task List on task group page: <http://nfrc.org/CMASImplementationTaskGroup.aspx> )
- 8) **Review comments received from Phase I CMAST Testers** – Charlie will provide a report to the task group on how bugs and issues have been addressed to date.

It was recommended that perhaps the task group also obtain a copy of any upcoming Steering Committee reports. Staff conveyed to the group that Steering Committee/Board updates are provided on a monthly basis by email and so staff will be sure to copy the task group on those updates as well.

- 9) Review status of CMAST User Manuals** – Manuals have been developed and will be posted to the project website when the .95 version of CMAST is posted. The project website address is: <http://www.architier.com/NFRC/login.aspx?ReturnUrl=%2fnfrc%2fdefault.aspx>  
The password for logging in to the site is “CMAST4Growth.”

- 10) Schedule next conference call** – next conference call is scheduled for October 15, 2008 @ 11:00 AM EDT.

Action Item: It was also agreed that the Chair, in his report to the Software Subcommittee, request guidance on approval timelines for CMAST. That is, does the task group need to wait to approve the software in March or can this be done in between membership meetings and forwarded to the Board for final approval since it is evident at this time that approval will need to take place in January 2009?

- 11) Meeting adjourned at 4:40 PM EDT.**