

WINDOW6 / THERM6 Approval Task Group

Webex / Conference Call Notes

Monday, November 20, 2006

4:00 – 5:00 p.m. EDT

Chair: Joe Hayden, Pella Corporation

- 1) The meeting was called to order and anti-reminder was stated
 - a) Roll call: *Ross DePaolo, Shelia Gore, Scott Hanlon, Joe Hayden, Michael Thoman, Christian Kohler, Marles McDonald, Robin Mitchell, and Peter Lyons.*
- 2) Scott Hanlon appointed recording secretary. (*NFRC staff*)
- 3) Notes from October 23, 2006 conference call were approved.
- 4) The agenda was reviewed and approved.
- 5) Christian Kohler summarized the presentation of Window 6 at the Arlington membership meeting:
 - a) A large group was present and 10 individuals offered their support as beta testers: Ross DePaolo, Marles McDonald, Michael Thoman, Bipin Shah, Mahabir Bhandari, Sheila Gore, Rick Wright, Kara Stoddard, and Catherine Best
 - b) There was good feedback from group and a plan was decided on how to beta test the software:
 - i) All beta testers will receive a mini-beta-test to familiarize themselves with the software.
 - ii) LBNL and the beta testing group will review the mini-test via web conference.
 - iii) The beta testing group will receive a detailed, more comprehensive beta-test that utilizes the software fully.
 - c) The group will utilize a debugging form designed by LBNL to help expedite resolution any problems that occur during the beta-testing.
 - d) NFRC staff to generate a database test (similar to the film attachment beta-test).
 - e) LBNL to distribute software and mini-beta-test approximately 1/15/07; conduct web-conference about 10 ten days later; and have final comprehensive beta-test conference approximately 2/14/07.
- 6) Staff to complete a “GoToWebinar” for NFRC simulators and inspection agencies to familiarize them with the web tool by 11/22/06.
- 7) The TG reviewed the status of Task List items – the following tasks were modified, deleted, or added:
 - a) 3-B: LBNL has additional bugs to fix; software will ready by mid-January and Sheila will have test results by 1/31/07.
 - b) 5-A: Now due 1/15/07 due to software debugging.
 - c) 5-E: Original 5-E now 5-F: Conduct beta-testing defined in Arlington meeting – to be completed by 2/14/07.

- d) 5-F: Originally 5-E: Gather and review beta-testers reviews and results by 2/14/07.
 - e) 6-A: Staff to notify simulators and IA's about the documentation on the LBNL website for review.
 - f) 6-C: LBNL to provide technical documentation by 2/15/07.
 - g) 7-A: Staff to schedule and LBNL to provide training at NFRC LAP Simulation Workshop for W6/T6.
 - h) 7-B: Clarification – This meets the requirement for software approval.
 - i) 10-A: Staff to forward recommendations for the database to the database committee. LBNL to forward potential database information from W6.
- 8) The next conference call was scheduled as a web conference meeting on the Monday, January 8, 2007 @ 4:00PM EDT.
- 9) Meeting adjourned at 5:11 PM EDT.