

# WINDOW6 / THERM6 Approval Task Group

Webex / Conference Call Notes

Monday, February 5, 2007

4:00 – 5:00 p.m. EST

Chair: Joe Hayden, Pella Corporation

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- 1) The meeting was called to order at 4:05 pm EST and anti-reminder was stated.
  - a) Roll call: *Ross DePaolo, Scott Hanlon, Joe Hayden, Christian Kohler, Peter Lyons, Marles McDonald, Robin Mitchell, and Dan Wacek.*
- 2) Scott Hanlon appointed recording secretary. (*NFRC staff*)
- 3) Notes from January 8, 2007 conference call were approved as presented.
- 4) The agenda was reviewed and approved.
- 5) Due to the timeline modification, the objective of the TG within the scope of the task group was modified to read: (Note: The website will be modified)

*This task group shall report to the Software Subcommittee. The task group's objective shall be to make a formal proposal to the subcommittee at the **Fall** 2007 Membership Meeting.*

- 6) The TG reviewed the status of Task List items – the following tasks were modified, deleted, or added: (Note: completed items will be shaded gray)
  - a) 2-A: Task was completed.
  - b) 2-B: TG reviewed the cost benefit analysis. The sheet will be distributed to TG. The completion date was modified to On-going.
  - c) 3-A: Now modified to On-going
  - d) 3-B: Now due March 2007
  - e) 3-F: Willie did not complete the RFP by deadline; Joe Hayden will contact Willie and see if the RFP will be ready for submittal in Austin meeting.
  - f) 5-A: Now due 6/1/07; Task is labeled as “working version” of W6 / T6.
  - g) 5-E: Now due 6/15/07; Reference to “beta” was removed per LBNL request; discussed the possibility of using a Webinar for additional training.
  - h) 5F: Now due 7/15/07
  - i) 6A: Now due 6/1/07
  - j) 6B: Now due 8/1/07
  - k) 6C: Now due 6/1/07
  - l) 7A: Now due March 2008; Training may take place with Spring 2008 meeting.

- m) 7-C: Task was modified to “inform” the APC and CPC about training. TG deemed training will be necessary.
  - n) 7-D: Now due April 2008
  - o) 8-A: Now due March 2008
  - p) 8-B: Now due March 2008
  - q) 9-A: Now due November 2007 & summary modified to Fall Membership Meeting
  - r) 10-B: Added LAP and CAP revision to NFRC document
- 7) The next conference call was scheduled as a web conference meeting on the Monday, March 26, 2007 @ 4:00PM EST.
- 8) Meeting adjourned at 5:00 PM EST.