

WINDOW6 / THERM6 Approval Task Group

Webex / Conference Call Notes

Monday, February 4, 2008

12:00 – 1:00 p.m. EST

Chair: Joe Hayden, Pella Corporation

- 1) The meeting was called to order at 12:04 pm EST and anti-trust reminder was stated.
 - a) Roll call: *Scott Hanlon, Joe Hayden, Robin Mitchell, W. duPont, B. Shah, M. McDonald, Christian Kohler and C. Curcija.*
- 2) Scott Hanlon appointed recording secretary. (*NFRC staff*)
- 3) Notes from December 12, 2007 conference call were approved as presented.
- 4) The agenda was reviewed and approved.
- 5) 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-B: Reviewed CBA list.
 - i) #10 – Cost modified from \$154k+24k and BRTG to recommend bid to Sunergy
 - b) 3-A: Confirmed Waterloo paper was published; LBNL to verify results using W6.
 - c) 3-B: Now due April 2008; Owner now LBNL; LBNL will talk with R. DePaola
 - d) 5-A: Now February 5, 2008; Staff will inform IAs and Labs and to send feedback to R. Mitchell.
 - e) 5-E: Modified task to include Training
 - f) 6-A: Now due February 5, 2008; Staff will inform IAs and Labs and to send feedback to R. Mitchell.
 - g) 6-B: Now due March 21, 2008
 - h) 6-F: Added new task – Finalize User Manual: Due June 1, 2008
 - i) 10-B: Now due June 2008
 - j) 10-F: Added comments for clarification
- 6) The next conference call was scheduled as a web conference meeting on the Tuesday, March 25, 2008 @ 3:00PM EST.
- 7) Meeting adjourned at 12:54 PM EST.