SpecsIntact Interagency Configuration Control and Coordinating Board Meeting Minutes

Date: **April 2, 2009**
Time: **9:00 am – 5:00 pm**
Location: **OSB II 5th Floor Rm. 5122**
                   Kennedy Space Center, FL
Author: **Cheryl Fitz-Simon**

ATTENDEES:

Invited	Attended	Name	Organization/ Location	E-Mail
✓	✓	Frank Der	NASA (KSC)	Frank.D.Der@nasa.gov
✓	✗	Steve Rider	NASA (HQ)	Stephen.S.Rider@nasa.gov
✓	✓	Pete Rossbach	USACE (Washington)	Peter.J.Rossbach@hq02.usace.army.mil
✓	✓	Steven Freitas	USACE (Sacramento)	Steven.P.Freitas@spk01.usace.army.mil
✓	✓	Sheron Belcher	USACE (Huntsville)	Sheron.G.Belcher@hnd01.usace.army.mil
✓	✓	Carl Kersten	NAVFAC (Norfolk)	Carl.Kersten@navy.mil
✓	✗	Mike Helmick	Abacus Technology (KSC)	Michael.Helmick@nasa.gov
✓	✗	Jim Brandenburg	Abacus Technology (KSC)	James.S.Brandenburg@nasa.gov
✓	✓	Pat Robinson	Abacus Technology (KSC)	Patricia.T.Robinson@nasa.gov
✓	✓	Jim Whitehead	Abacus Technology (KSC)	James.S.Whitehead@nasa.gov
✓	✓	Mark Mackenzie	Abacus Technology (KSC)	Mark.D.MacKenzie@nasa.gov
✓	✓	Cheryl Fitz-Simon	Abacus Technology (KSC)	Cheryl.L.Fitz-Simon@nasa.gov
✓	✓	Maggie Muller	Abacus Technology (KSC)	Martha.A.Muller@nasa.gov
✓	✓	Michelle Pizzuto	Abacus Technology (KSC)	Michelle.L.Pizzuto@nasa.gov
✓	✓	Rick Hatcher	EG&G (KSC)	Richard.C.Hatcher@nasa.gov
✓	✓	Richard Hungate	EG&G (KSC)	Richard.Hungate-1@nasa.gov

MEETING OBJECTIVES:

1) Introduction
2) Review Past Action Items
3) SpecsIntact Update
4) Alternate Paragraph Numbering
5) CSI Construct 2009 Interagency Meeting
6) USACE Infrastructure Systems Conference
7) New Change Requests
8) Open Change Requests
9) Review Priority Of Work
10) Action Items

DISCUSSION SUMMARY:

Subject 1: Introduction

1)   Pete Rossbach, USACE, opened the meeting by welcoming everyone.

Subject 2: Review Past Action Items

1) List of past action items were distributed to the attendees for status.

2) Each item was reviewed and commented on for posting with the meeting minutes.

3) An open discussion regarding Adapt Build projects and the process took place.
   a) Army stated the Centers of Standardization (COS) has plenty of funds.
   b) They are considering maintaining separate Databases.
   c) Sheron Belcher will contact the Adapt Build POC in order to discuss the possibility of using SpecsIntact and the UFGS for their Adapt Build projects.
   d) Sheron will suggest they contact Jim Whitehead to discuss their requirements.

Subject 3: SpecsIntact Update

1) The SpecsIntact Team is now under the IMCS Contract.

2) Provided User Counts for SpecsIntact totaling 33,734

3) At present 200+ users are downloading SpecsIntact weekly.

4) New Enhancements / Fixes to expect in the next SpecsIntact release are as follows:
   a) Ability to list attachments to the Project Table of Contents
   b) Display longer folder paths
   c) SI will correctly calculate the Submittal Register Page Count
   d) Creates Improved Section Template
   e) Changed the radio button title from SGML Cover Page to SI Cover Page
   f) Tailoring features enhanced
   g) Correctly print Job or Master Project Properties without failing
   h) Relocates Read-Only SI Initialization Files
   i) Finds Section References within Notes
   j) Display both Units of Measures in Jobs
   k) Permits the select of multiple Table Cells
   l) Searches tables more quickly
   m) Enlarges table rows to accommodate newly typed text
   n) Table Rows sized better after Importing Excel spreadsheet
   o) Sizes printed tables correctly for Sections saved while Zoomed In or Out
   p) Correctly displays multiple Sections with Tables simultaneously at different Zoom settings

q) Cell Editing Windows improved when using large system fonts
r) Table fonts more consistent with other SI Fonts

Subject 4: Alternate Paragraph Numbering

1) SpecsIntact will provide the option to use Numeric Format or Alpha/Numeric Format for new Jobs or Masters, although the default for the UFGS will be the numeric format.

2) The Database Managers will have to manually edit the UFGS Sections to remove the paragraph numbers and three spaces from the Titles prior to the release that supports Alternate Paragraph Numbering.

3) SpecsIntact will not be backward compatible due to the Section Numbers and three spaces no longer existing in the titles.

4) Existing Jobs and Masters would have limited functionality with the new software.

5) The LST and ITM tags throughout the UFGS will have to be manually converted to the correct level as indicated in the UFC 1-300-02 in order for the transfer to be accurate.

6) Since the Job titles will display the subpart numbers of the Tags, the default setting for new Jobs and Masters will be set to use Revisions.

7) The CSI Article level of 1.01 will be used for the Alpha\Numeric format only.

8) Titles and text will not appear on the same line in the initial release.

Subject 5: CSI Construct 2009 Interagency Meeting

1) Scheduled for June 16-19, 2009 at the Indiana Convention Center, Indianapolis, IN.

2) SpecsIntact will present the latest software changes at the Joint UFGS meeting since significant changes have been made.

3) The last SpecsIntact presentation was at the USACE Infrastructure Conference in 2003.

Subject 6: USACE Infrastructure Systems Conference

1) Scheduled for July 20 – 24, 2009 at the Cleveland Convention Center, Cleveland, OH.

2) At present there is no place on the schedule for a Specification track. Pete Rossbach will check into scheduling a Specification segment in one of the other meeting rooms either Monday or Friday.

Subject 7: New Change Requests

1)   13 New Change Requests Reviewed:

  a) 7 Accepted
  b) 3 Rejected
  c) 2 Deferred
  d) 1 Requirements Analysis

2) CR #08-005 was approved to change the Support Hours from 8:00 am – 12:30 pm Eastern Time to 12:00 pm – 4:30 pm Eastern Time, in order to accommodate the west coast and the east coast.

Subject 8: Open Change Requests

1)   The Open Change Request Report was distributed for the SI-CCCB to review and comment on by the next SI-CCCB Meeting.

2)   Since SpecsIntact plans a release before the November 2009 meeting, a new report will be generated/distributed two weeks prior to the meeting.

3)   This report will be used for the board members to assign the next set of priorities that will be worked after Alternate Paragraph Numbering has been implemented.

Subject 9: Review Priority of Work

1)   The development team is in the process of finalizing the new release.
2)   Alternate Paragraph Numbering is the last open priority set by the SI-CCCB.
3)   New priorities will be set at the November 2009 SI-CCCB Meeting.

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Subject 10: Action Items

#	Action Items	Person	Assign Date	Due Date	Item Status
1	Report status of meeting regarding using SpecsIntact to produce Design Build	Carl Kersten	05/07	11/07	Ongoing Discuss at May 2008 Mtg. Withdrawn 04/02/2009
2	Research and provide an expanded version of the Uniformat numbering to the SI-CCCB Members	Steve Freitas	05/03/07	12/21	Complete 06/2008
3	Forward customer support issues relating to the UFGS to Carl, Pete and Frank	Technical Support Staff	05/03/07	TBD	Ongoing
4	Distribute top priorities from the backlog of Change Requests	Pat Robinson	05/03/07	05/08	Ongoing
5	Remove the use of Change Notice Tags from the UFC 1-300-02	Steve Freitas	10/31/07	12/21/07	In Progress
6	Send Pat Robinson the email from Alynne regarding FTP Access	Severo Lopez	10/31/07	11/09/07	Withdrawn
7	Contact Alynne regarding the FTP Access	Pat Robinson	10/31/07	11/09/07	Withdrawn
8	Send email to all SpecsIntact users informing them of the availability of the ThinApp version of SpecsIntact.	Steve Freitas	11/01/07	12/21/07	In Progress
9	Add CCR to allow modification to the Headers/Footers for the Table of Contents	Steve Freitas	11/01/07		Withdrawn
10	Create way to log ThinApp downloads on the SI Web Site.	Cheryl Fitz-Simon	11/01/07		In Progress – Pending ThinApp Release
11	Publish updated 01 33 00 Submittal Procedure Section	Rick Hatcher	10/30/07	01/2008	Complete January 2009
12	Research Global/Replace Programs for the Database Managers to use during the Alternate Paragraph Numbering migration	Pat Robinson	04/01/09	TBD	
13	Contact the COS team in order to setup a conference with SpecsIntact to discuss the possibility of using SpecsIntact for Adapt Build Projects	Sheron Belcher	04/02/09	11/2009	Complete 4/8/09
14	Contact Jim Whitehead with results of COS meeting	Sheron Belcher	04/02/09	11/2009	Complete 4/8/09
15	Send the RMS Excel Submittal Register workaround to the SpecsIntact Team (resulting from discussion on approved CR #08-002 & #08-004)	Steve Freitas	04/02/09		
16	Send the CSI Construct 2009 information to the SI-CCCB	Frank Der	04/02/09		
17	Send latest SI Software Build to Carl, Steve, Sheron, Rick and Richard for testing prior to the release.	Jim Whitehead	04/02/09		
18	Two weeks prior to the SI-CCCB send an updated Open Change Request Report	Michelle Pizzuto	04/02/09		
19	Reserve the KSC Conference Room	Frank Der	04/02/09	11/2009	

Next SI-CCCB Meeting will be held
November 5, 2009
At
Beach House
Kennedy Space Center, FL