Name of Meeting: CPD Advisory TG

Chairman: TBD

Recording Secretary:  S. Wendt / S. Urich

Call to Order:  Friday, November 2, 2012  Sched. Time:  11:30 – 12:30 PM EDT

Roll Call:  S. Wendt (Staff), S. Hanlon (Staff)

Ross DePaola, Mike Thoman, Steve Urich, Stewart Nicholas

Business of Meeting:  (listed below)

1.  S. Wendt (Staff) called the meeting to order 11:30 am EDT.
2.  S. Wendt / S. Urich took notes.
3.  Items for Discussion:
    a.  Steve Urich (Keystone) was select as chair for the task group.
    b.  8 manufacturer representatives have volunteered.  May end up doing Work Groups for specific tasks.  Staff will send out the invite for all manufacturers to join the calls.
    c.  CPD Alpha Team is now CPD Advisory TG reporting to Software SC.  The task group will focus on making the CPD search more “consumer friendly” which will help improve the CPD database.  Projects will be defined and developed then business rules will be created to modify the CPD.  The TG will work with Window/Therm/Optics TG chaired by Christian Kohler (LBNL) to make sure CPD works with new software and new capabilities of the ratings software.  Staff will work w/Cornerstone to develop efforts/costs.  TG is to help set priorities of projects to meet the needs of NFRC stakeholders.
    d.  Staff announced the Board request to have recommendation to CPD by end of Year which includes list of projects, the scopes and if possible a LOE to help determine the priority of projects.
    e.  The task group developed a scope and will be presented to Software SC at NFRC Spring 2013 Committee Week.

CPD Advisory TG Scope

The CPD Advisory Task Group’s scope is to support staff with defining projects, their scopes and business rules to improve the Certified Products Directory (CPD) as well as monitor changes to the NFRC program and how they affect the CPD.  The task group will also support staff in setting the priorities and the testing of projects.  The purpose of this effort is to provide and maintain accurate and well documented software that fulfills NFRC core mission.
4. Pending Business:
   i. Projects: Search vs Database – Homework – At least one search improvement and how it affects the DB. Does it affect program docs?
      i. Staff will send initial items to task group and supply form to submit for new items.
      ii. Review 2013 CPD projects - to be discussed at next call.

5. New Business:
   a. None

6. Scheduled Next Conference Calls:
   a. Friday, November 9th @ 1:30 – 2:30 pm EST
   b. Monday, November 19th @ 2:00 – 3:00 pm EST
      i. Request to move meeting to 11:00 am – 12:00 pm EST.
      ii. Staff to send out revised invite.

7. Meeting adjourned at 12:30 pm EDT.