

SpecsIntact Interagency Configuration, Control and Coordinating Board (SI-CCCB) Meeting Minutes

Date: May 3, 2007
Time: 9:00 am – 5:00 pm
Location: Washington, DC – National Institute of Building Sciences (NIBS) Conference Center
Author: Cheryl Fitz-Simon and Patricia Robinson

Attendees:

	Invited	Attended	Name	Organization/ Location	E-Mail
	✓	✓	Carl Kersten	NAVFAC (Norfolk)	Carl.Kersten@navy.mil
	✓	x	Miguel Morales	NASA (KSC)	Miguel.A.Morales@nasa.gov
	✓	✓	Frank Der	NASA (KSC)	Frank.D.Der@nasa.gov
	✓	x	Bill Brodt	NASA (HQ)	wbrodt@nasa.gov
	✓	✓	Steven P. Freitas	USACE (Sacramento)	Steven.P.Freitas@spk01.usace.army.mil
	✓	✓	Pete Rossbach	USACE (Washington)	Peter.J.Rossbach@hq02.usace.army.mil
	✓	x	Paul Dicker	USACE (Washington)	Paul.F.Dicker@hq02.usace.army.mil
	✓	✓	Sheron Belcher	USACE (Huntsville)	Sheron.G.Belcher@hnd01.usace.army.mil
	✓	x	Sherri McMillion	NAVFAC(Norfolk)	Sherri.Mcmillion@navy.mil
	✓	✓	Pat Robinson	InDyne (KSC)	Patricia.Robinson@jbosc.ksc.nasa.gov
	✓	✓	Jim Whitehead	InDyne (KSC)	Jim.Whitehead@jbosc.ksc.nasa.gov
	✓	✓	Cheryl Fitz-Simon	InDyne (KSC)	Cheryl.Fitz-Simon@jbosc.ksc.nasa.gov
	✓	✓	Rick Hatcher	SGS (KSC)	Richard.Hatcher@jbosc.ksc.nasa.gov

Meeting Objectives:

- 1) [Status Of Action Items From The November 2007 Meeting](#)
- 2) [Maintaining the 01 42 00 Sources for Reference Publications Section](#)
- 3) [Review New Change Requests](#)
- 4) [Resolution of UFGS Template](#)
- 5) [Discuss Counting Users](#)
- 6) [Status of Table Implementation](#)
- 7) [Review Priority of Work](#)
- 8) [Update of Technical Support Issues](#)
- 9) [Discuss Role of HIS Updating UMRL](#)
- 10) [Discuss using SI for Design Build](#)
- 11) [Schedule of Items for UFGS July Release](#)
- 12) [Potential Technical Proponents Meeting \(Detroit\)](#)
- 13) [Budget](#)
- 14) [Standardize Item Indents](#)
- 15) [Wrap-Up – Action Items](#)

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Subject 1: Review Action Items from the November 2007 Meeting

- 1) The action assigned to Sherri McMillion to report the status of the meeting regarding using SpecsIntact to produce Design Build Projects was transferred to Carl Kersten. Carl will follow-up with Sherri and report at the next SI-CCCB Meeting.

Subject 2: Maintaining the 01 42 00 Sources for Reference Publications Section

- 1) No impact to the Software as it does not require the Section
- 2) The options on the Process and Print/Publish will display gray
- 3) Frank Der will request the Legal Department to review to determine if there are legal issues by removing the 01 42 00 Sources for Reference Publications Section.
- 4) Steve Freitas stated the 01 42 00 is a contract requirement.
- 5) SI-CCCB members agreed to have the maintenance of the 01 42 00 Section added to the IHS contract.

Subject 3: Review New Change Requests

- 1) Accepted - 2
- 2) Rejected - 2
- 3) Partially Accepted - 1
- 4) Deferred - 0

Subject 4: Resolution of UFGS Template

- 1) Steve Freitas reviewed the template and made modifications to the template.
- 2) Cheryl Fitz-Simon will incorporate the modifications and distribute for review to SI-CCCB members.

Subject 5: Counting SpecsIntact Users

- 1) Jim Whitehead presented the actual user count, along with some projections.
 - a) After SpecsIntact is permitted to count a user, it will not prompt the user again even if she upgrades to newer SpecsIntact software.
 - b) Users may be prompted to allow SpecsIntact to count them a second time if they acquire a new computer or reinstall Windows..
- 2) In determining how many of the users that we have counted are working on NAVFAC projects, we include:
 - a) users with a navy.mil domain.
 - b) users with the IP address of the Citrix Server
- 3) Discussed whether SpecsIntact should continue to count users. The SI CCCB decided that this feature should remain in the software for now because the user counts provide helpful information. To help distinguish newly counted users from those previously counted, the SpecsIntact developers will add an option to the user counting screen for users to specify whether SpecsIntact has previously counted them.

Subject 6: Status of Table Implementation

- 1) Formatted tables will be available inside SpecsIntact sections.
- 2) The initial release will include the ability to:
 - a) add rows/columns
 - b) merge/unmerge cells

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- c) center tables horizontally on a page
- d) use the Editor's Reference Wizard when editing inside a table cell
- e) use tags within table cells (tags are visible only while editing the cell)
- f) undo and redo table insertion (undo and redo will not be available for editing inside table cells)
- g) cut/copy/paste entire tables
- h) create tables that span multiple pages
- 3) Table cells will expand across other cells while being edited, but tables will not automatically expand to ensure that all text is visible.
- 4) Tables can be resized (width and length), but the maximum width is limited to the margins of the page where the table occurs.
- 5) Agencies will have to manually convert the old tables to new tables when Sections are revised.
- 6) Currently 484 UFGS Sections contain the old format tables.
- 7) SpecsIntact will support both the old table format as well as the new improved tables.
- 8) SpecsIntact tables will have to be integrated into our XSL Style Sheet in order for the SI tables to display correctly in a web browser. The SpecsIntact team will update the SI XSL style sheet after the SpecsIntact software is released.
- 9) A future SpecsIntact release will include the ability to import XML format Excel spreadsheets into SpecsIntact tables using the SpecsIntact Editor.

Subject 7: Review Priority of Work

- 1) SI-CCCB members decided to leave the SpecsIntact development priorities unchanged until the requirements for implementing a file attachment/graphic tag are reviewed at the November SI Meeting.
 - a) Implement Improved Table Handling (Fall 2007)
 - b) Implement a file attachment/graphic tag
 - c) Implement Alternate Paragraph Numbering

Subject 8: Update of Technical Support Issues

- 1) Cheryl Fitz-Simon reviewed emails from customers regarding problems with the UFGS Specifications.
- 2) The SI-CCCB voting member requested the Technical Support Staff forward the emails to them as they receive them at the support desk.

Subject 9: Discuss Role of IHS Updating UMRL

- 1) Carl Kersten stated that Tara is currently updating the UMRL deleting any reference titles that do not contain Specification for, Standard for, etc.

Subject 10: Discuss Using SI for Design Build

- 1) Sherri was not able to attend the meeting. Carl Kersten will review the status with Sherri and report at the November SI-CCCB meeting.

Subject 11: Schedule of Items for UFGS July Release

- 1) Modify Section banners to reflect the "References are in agreement with UMRL dated Mmmmm YYYYY. (Remove the date)
- 2) Agency databases will update against the next UMRL (probably October) provided by IHS.

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Subject 12: Potential Technical Proponents Meeting (Detroit)

1. Pete and Carl stated they still do not know how many personnel are coming to the ISC in Detroit.
2. Pete stated scheduling a room to hold the meeting is not an issue.

Subject 13: Budget

1. Carl Kersten stated the budget for FY08 has been submitted to NASA.

Subject 14: Standardize Item Indents

1. The item indents will be updated in the specifications according to the sample in UFC 1-300-02 and the new template.

Subject 15: Action Items

#	Action Item	Person	Assign Date	Due Date	Item Status
1	Report status of meeting regarding using SpecsIntact to produce Design Build projects.	Carl Kersten	05/07	11/07	<i>In Progress Discuss at Meeting 11/07</i>
2	Incorporate maintenance of the 01 42 00 Sources for Reference Publications into the IHS Contract.	Carl Kersten	05/02/07	10/07	
4	Modify UFGS Section Template to incorporate changes from the 05/03/07 Meeting.	Cheryl Fitz-Simon	05/03/07		
5	Send Section Template to the SI-CCCB for final approval.	Cheryl Fitz-Simon	05/03/07	06/07	
6	Post UFGS Template and instructions on the SI Web Site. Also, provide link to Alynne for posting on the WBDG.	Cheryl Fitz-Simon	05/03/07		
	Provide informal requirements analysis for implementing a file attachment/graphic tag	Jim Whitehead	05/03/07		
7	Send link to the UFGS Template to NIBS for posting on the WBDG.	Cheryl Fitz-Simon	05/03/07		
8	Place notification on the SI Home page and send email Web Notification informing users about the new template.	Cheryl Fitz-Simon	05/03/07		
9	Modify User Counting options by the next SI release. Implement check boxes – add “Are you a new user”	Jim Whitehead	05/03/07	10/07	

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10	Modify the User Count to stop after 10 attempts.	Jim Whitehead	05/03/07	10/07	
11	Research and provide an expanded version of the Unifomat numbering to the SI-CCCB members.	Steve Freitas	05/03/07	11/07	
12	Send Infrastructure Conferece Schedule to NASA and NAVFAC.	Pete Rossbach			
13	Forward customer support issues relating the UFGS to Carl, Pete and Frank.	Technical Support Staff.	05/03/07	TBD	
14	Reserve Beach House for the November 2007 Meeting (exclude election week)	Frank Der	05/03/07		
15	Email meeting date to the SI-CCCB	Frank Der	05/03/07		
16	Distribute top priorities from the backlog of Change Requests	Pat Robinson	05/03/07	10/07	