

MEETING OF THE NHERI USER FORUM COMMITTEE
August 11, 2021

MINUTES

In Attendance: Mohammad, Stephanie P., Antonio, Jim, Wei, Max, Stephanie S., Shane

1. Approval of meeting minutes from July 14, 2021 meeting

Mohammad made a motion to approve the minutes: Stephanie second; no objections.

2. Report from User Satisfaction Survey committee

No significant updates to the User Satisfaction Survey activities, other than that this year's report has been posted on designsafe website. The committee is waiting to hear back from the facilities regarding the survey modules/data.

Mohammad proposes to let the vice-chair (Stephanie P.) join the User Satisfaction Survey committee. Stephanie P. agrees and the transition of committee membership and data from Stephanie S. to Stephanie P. will start.

3. Report from NCO representatives

No updates on NCO. The next NCO meeting is on the coming Friday.

4. Report from ECO representatives

No updates on ECO.

5. Report from Facilities Scheduling representatives

The facility committee had a meeting on August 4. It covered the following items:

1. No updates from the sites regarding COVID related schedule changes.
2. The new webpage (<https://www.designsafe-ci.org/facilities/nco/contact/>) to connect potential researchers with NHERI sites has been revised and submitted to designsafe. But it has not been updated yet. (It is a rather slow process: generally takes 2-3 weeks for TACC to update).
3. Chris at NCO has submitted the codes for the scheduling tool to TACC. Currently, there is a prototype online at <https://www.designsafe-ci.org/nco/>. For now, it only has the project-level dates and details. As progressed, NCO will capture experiment-level data and

integrate them into the tool. Facility managers will be the ones to adjust the information in the table. The goal of this tool is for the general public (designsafe community and broader—media) to keep track of what is going on and publicize the research outcome. The completed projects will also be kept there and crosslinked to the project website.

(Action Item) A review request was asked by the NCO facility committee: if UF can comment on i) what information you would like to see on the categories/fields listed; ii) any confusion from the table. Mohammad commented on including the facility name and PI's name in the scheduling tool.

4. Dan at the scheduling committee starts an effort to organize a workshop on risk mitigation and contingency planning. It is designed to be a workshop with 4.5 hours of training for 3 sections. The goal is to create an environment where the trainees feel eager to start using contingency planning, ultimate solutions, and After-Action-Reviews (AARs) at the completion of their projects so that they can more quickly improve their processes, gel as a team, and generate successful research projects. Dan is planning to offer this workshop in the next summer institute. **(Action Item)** He has requested help from UF to have at least 6 members participate in a demo workshop session, which probably will take place in December between semesters. The outline for the workshop will be distributed to UF after the meeting for comments.

6. Report from Technology Transfer representatives

Jim mentioned that each TTC member is asked to review one award NOT selected in the last round (less implementation potential). Currently, that process is still ongoing.

7. New Member Elections

Mohammad has already sent the list of candidates to NCO and will finalize the new member election by the end of this month to join UF.

ACTION ITEMS: All UF members: Keep an eye on the email for new member elections.

8. Other Items

None.

The meeting was adjourned at 2:29 pm CT.