



Network Systems International Services

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May 15, 1996

To: Quality & Productivity Research Conference Steering Committee Members

From: Jeff Hooper

Subject: Minutes of the May 14, 1997
Q&PRC Steering Committee Meeting
12:45 pm - 3:20 pm EDT

Present: Jane Ballweber , Veronica Czitrom, Jeff
Hooper, Mark Johnson, , Ramon Leon,
Dan McCarville, Ai-Chu Wu

Next Meeting: Conference Call
Tuesday, July 22, 1997
10:30 am - 12:30 pm EDT
Call-In #: 908-559-0052
Access Code: 217355

Attachments:

1. Agenda for May 14, 1997 Steering Committee Meeting
2. Steering Committee Membership List
3. Agenda for July 22, 1997 Steering Committee Meeting
4. ASA Q&P Research Conference Potential Sponsors (updated 5/19/97)

Meeting Highlights:

1. 1997 Conference Post Mortem

What Went Well	Opportunities for Improvement
<ol style="list-style-type: none"> 1. Good applications in the talks 2. Dave Williams opening set a good tone (Lucent VP) 3. Excellent hotel services <ul style="list-style-type: none"> - Response time to complaints (kept coffee replenished) - Very accommodating waitress and manager (focused on satisfying customers) 4. Program very good 5. Organization very good 6. Contributed paper session <ul style="list-style-type: none"> - In order to come to the session, you must contribute a paper 7. * Best notebook-fairly complete (Jane was hired just for this job. A dedicated person really helps) 8. * Focused staff support 9. * 17 out of 70 signed up for the short course 10. Panel sessions went well <ul style="list-style-type: none"> - Excellent discussions stayed lively - Good choice of panelists 11. Excellent presentation by Peter from Kodak <ul style="list-style-type: none"> - Actual samples of materials 12. * Good posters & mix with dinner 13. Tour of Lucent 14. Program concept 15. * Sessions on time 16. Long (30 minutes) breaks for people to talk/network 17. Conference design 18. * 5 Co-Chairs of the conference organizing committee have a lot of good ideas <ul style="list-style-type: none"> - Lorrie put a lot of effort into the student session - Geoff put a lot of effort into the contributed paper session 	<ol style="list-style-type: none"> 1. Registration form not included in AmStat News 2. Not diverse enough topics 3. No confirmation for registration sent 4. Microphone for every speaker from the audience 5. * Publicity (wasn't enough, especially to engineers) 6. Speed around questions <ul style="list-style-type: none"> - too much follow-up 7. Not a single female invited speaker 8. Paper mailer 9. * Poster set-up was chaotic 10. Bar ticket person didn't show up on time 11. * Short course was not what they expected <ul style="list-style-type: none"> - Managing expectations of workshop participation 12. * Good materials for short courses 13. Need certificates for participants 14. Session organized with a balance of theory & application 15. * People want to use credit cards to register 16. * Proactively manage the diversity of speakers 17. * Corporate PR sponsor (e.g. Motorola) should design the flyer and mail to many people 18. Send postcards with URL 19. * Let Corporate PR help place the article 20. Dan McCarville had 700-800 names for 1995 Conference - how large was the 1997 Conference Mailing List?

* = Address this issue in the next revision (6) of the Conference Manual

2. 1998 Q&P Research Conference Plans

- May 20 (Wednesday) - May 22 (Friday), Santa Rosa, California
- Sponsors: Hewlett Packard & University of California at Berkeley
- Co-Chairs: Ai-Chu Wu & C.S. Cheng
- Collaboration between statisticians and managers, engineers, & policy makers.
- A collection of cases showing the power and use of statistics to improve Q&P in Industry, Academia and Government
- Keynote Speaker: George Box (?)
- Dinner Speaker : Brad Efron (?)
- Sessions: Cases - HP, SUN, KODAK, UPJOHN, Advanced DOE, Computer Experts (?)
- Short Courses:

3. 1999 Conference Plans

- No discussion. Possible Joint Conference with SPES/IMS

4. 2000 Conference Plans

- Possible Joint Conference with SPES/IMS.
- Reliability would be a good theme of the Year 2000 Conference.
- Possible hosts include:
 - Boeing Aircraft with University of Washington
Contact: Tom Bingham (206-234-3887)
 - Lockheed (?)
 - Los Alamos with University of New Mexico
Contacts: Lisa Moore
Jane Booker

5. Conference Web Sites

- There are two Conference Web Sites. A permanent site created by Jim White which should be consistent from year to year. This site will be administered by Ramon Leon. The permanent site will contain:
 - Purpose
 - History
 - Customers
 - Past Conferences (year, sponsors, location, key topics, highlights)
 - Pointer to the current year conference Web Site
- The permanent site will also be used for steering committee communication and will have the latest version of the Conference Manual and Steering Committee minutes.

- Annual Conference Web Site

This site will be administered by the Current Year Conference Organizing Committee. It will exist for approximately one year prior to the specific conference. It will contain the specific information on that conference including:

- Dates
- Location
- Highlights
- Registration forms
- Who to contact for further information

It will be a major publicity and marketing tool for the conference. This Web Site will be linked to the permanent conference Web Site.

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6. Action Items

Number	Action Item	Responsibility
96.01	Send 1996 Q&PR Conference Budget to Penny Young at ASA. Status: Closed	Eric Lagergren
96.02	Send final financial report on 1996 Conference to Steering Committee members by August 1, 1996. Status: Closed	Eric Lagergren
96.03	Send participant feedback report on 1996 Conference to Steering Committee members by August 30, 1996. Status: Closed	Eric Lagergren
96.04	Send Eric Lagergren material on Joint Q&P/SPES Conference for inclusion in revision of conference manual. Status: Closed	Jeff Hooper

Number	Action Item	Responsibility
96.05	Update Conference Manual to include lessons-learned from 1996 conference specifically including: <ul style="list-style-type: none"> • Improved Organizing Committee Timeline and Checklist • 1996 Conference Announcement, Registration Form, Program, and Budget • Guidance on organizing and running a joint conference (include material from Jeff Hooper) Produce Issue 5.0 by September 15, 1996. Status: Closed	Eric Lagergren
96.06	E-mail information to Ramon Leon for the ASA Q&P Web Page on the: <ul style="list-style-type: none"> 1997 Conference 1998 Conference Status: Closed	Veronica Czitrom Ai-Chu Wu
96.07	Arrange to pay NIST the \$738 owed to them from the 1996 conference Status: Closed	J. Hooper
96.09	The 1997 Conference and Shortcourse Budget will be updated and sent to Jeff Hooper. Status: Closed	V. Czitrom
96.10a	The 1997 Conference Budget will be sent to ASA Finance Director for approval Status: Closed	V. Czitrom
96.10b	The 1997 Conference Shortcourse will be sent to the 1997 Q&P Section Continuing Education Chair for approval. Status: Closed	V. Czitrom
96.11	The contact information for the 1997 Conference Organizing committee will be sent to Jeff Hooper. Status: Closed	V. Czitrom
96.12	Penny Young's replacement as the ASA Finance Director, will ensure that HP's \$5000 has been deposited in the QPRC Conference fund, and acknowledgement letter sent to HP. Status: Closed	A. Wu
96.13	Ask Jim Filliben to send short write-up of shortcourse to Veronica Czitrom. Status: Closed	L. Gill
96.14	Send write-up of 1997 Conference to Q&P Section News. Status: Closed	V. Czitrom

Number	Action Item	Responsibility																														
97.01	Review "starred" items in the 1997 Conference post-mortem and add material to address these items in the Conference Manual. Get the revised version of the conference manual to Jeff Hooper by August 15, 1997. Status: Open	V. Czitrom J. Ballweber																														
97.02	Create in the conference manual a brief section on "Guidelines for Session Organizers." Include items such as "bring props or specimens to interest the audience. " Complete this section with the revision of the Conference Manual by August 15, 1997. Status: Open	V. Czitrom J. Ballweber																														
97.03	Add to the Conference Manual a summary of the 1997 conference in section 7. Also attach samples of invitation letters and thank you letters. Complete by August 15, 1997. Status: Open	V. Czitrom J. Ballweber																														
97.04	Produce a WORD document version of the Conference Manual by August 31, 1997, and email this WORD document version to Ramon. Status: Open	J. Hooper																														
97.05	Put the Revised Conference Manual on the World Wide Web by September 15, 1997. Status: Open	R. Leon																														
97.06	Get the 1996 Conference Mailing List from Eric Lagergren (electronically) by June 1, 1997. Status: Open	V. Czitrom J. Ballweber																														
97.07	Get the 1997 Conference Mailing List in an EXCEL file:	TBD																														
	<table border="1"> <thead> <tr> <th>Name</th> <th>Years of Participation in Q&PRC</th> <th>Employer</th> <th>Position</th> <th>Mailing Address</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>97.08</td> <td>Get the 1995 Conference Mailing List to Veronica Czitrom by June 1, 1997 Status: Open</td> <td></td> <td></td> <td></td> <td>D. McCarville</td> </tr> <tr> <td>97.09</td> <td>Combine the 1995, 1996 and 1997 Conference Mailing Lists into one list and mail to Ai-Chu Wu by June 30, 1997 Status: Open</td> <td></td> <td></td> <td></td> <td>V. Czitrom J. Ballweber</td> </tr> <tr> <td>97.10</td> <td>Close out the 1997 Conference Budget by June 30, 1997 if possible, or by August 31, 1997 at the latest Status: Open</td> <td></td> <td></td> <td></td> <td>V. Czitrom J. Ballweber</td> </tr> <tr> <td>97.11</td> <td>Add Ramon Leon to the Steering Committee as Webmaster Status: Closed</td> <td></td> <td></td> <td></td> <td>J. Hooper</td> </tr> </tbody> </table>	Name	Years of Participation in Q&PRC	Employer	Position	Mailing Address	Email Address	97.08	Get the 1995 Conference Mailing List to Veronica Czitrom by June 1, 1997 Status: Open				D. McCarville	97.09	Combine the 1995, 1996 and 1997 Conference Mailing Lists into one list and mail to Ai-Chu Wu by June 30, 1997 Status: Open				V. Czitrom J. Ballweber	97.10	Close out the 1997 Conference Budget by June 30, 1997 if possible, or by August 31, 1997 at the latest Status: Open				V. Czitrom J. Ballweber	97.11	Add Ramon Leon to the Steering Committee as Webmaster Status: Closed				J. Hooper	
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Number	Action Item	Responsibility
97.12	The Steering Committee meeting minutes will be completed by July 14, 1997 and forwarded to Ramon Leon as a WORD file for posting on the Conference Standing Website Status: Closed	J. Hooper
97.13	The 1997 Conference Program will be summarized and included in the Conference Manual in Section 7 on Information on Previous Conferences Status: Open	V. Czitrom J. Ballweber
97.14	Set up the 1998 Conference Financial Accounts and get this information to Jeff Hooper by July 31, 1997 Status: Open	Ai-Chu Wu
97.15	Contact the ASA Financial Director and have \$5K from the conference account deposited in the 1998 Conference account by August 31, 1997. Status: Open	Jeff Hooper
97.16	Add information to the Conference Manual on setting up Conference financial accounts. Status: Open	V. Czitrom J. Ballweber
97.17	Invite hosts for the 2000 Conference by August 31, 1997. Status: Open	J. Hooper
97.18	Contact Bob Easterling to explore joint SPES/IMS conference in 1999 or 2000 by August 31, 1997. Status: Open	J. Hooper
97.19	Complete Analysis of 1997 Conference Feedback & send results to all QPRC Steering Committee Members by July 15, 1997. Status: Open	V. Czitrom J. Ballweber
97.20	Send Ramon Leon information to include in the Permanent QPRC Web Site by July 15, 1997. Information will include purpose, history, customers, and highlights of past conferences Status: Closed	Jeff Hooper
97.21	Update the QPRC Permanent Web Site to include the information supplied by Jeff Hooper by July 31, 1997 Status: Open	Ramon Leon

Jeff Hooper

**ASA Q&P Research Conference Steering Committee
Meeting Agenda
Wednesday, May 14, 1997
12:30 pm - 4:00 pm E.T.**

AGENDA

Time	Agenda Item	Responsibility
12:30 - 12:45	Review of Agenda	All
12:45 - 2:15	1997 Conference Post Mortem <ul style="list-style-type: none">• What Went Well• Opportunities for Improvement• Improving the Conference Manual	Veronica Czitrom
2:15 - 3:15	1998 Conference Plans	Ai-Chu Wu
3:15 - 3:30	1999 Conference Plans	Roger Hoerl
3:30 - 3:55	2000 Conference Co-Hosts	Jeff Hooper
3:55 - 4:00	Other Business	All
4:00	Adjourn	

ASA Quality & Productivity Research Conference

Steering Committee Members November 25, 1996

Name	Address	Telephone & Fax Nos.	E-mail
Veronica Czitrom	AT&T 9333 S. John Young Pkwy Orlando, FL 32819	T - 407-345-7402 F - 407-345-6990	czitrom@lucent.com
Jeff Hooper	Lucent Technologies Room C3B03 283 King George Road Warren, NJ 07059	T - 908-559-3026 F - 908-559-2119	jhooper@lucent.com
Lisa M. Gill	NIST Room 353 Gaithersburg, MD 20899	T - 301-975-4516 F - 301-990-4127	lisa.gill@nist.gov
Roger Hoerl	GE Co. Bldg K1, 4C9A PO Box 8 Schnectady, NY 12301	T - 518-387-4040 F - 518-387-5714	hoerl@crd.ge.com
Lorrie Hoffman	University of Central Florida Department of Statistics PO Box 162370 Orlando, FL 32816	T - 407-823-2289 F - 407-823-3930	Hoffman@pegasus.cc.ucf.edu
Eric Lagergren	National Institute of Standards & Technology Bldg 101, Room A337 Gaithersburg, MD 20899	T - 301-975-3245 F - 301-990-4127	eric.lagergren@nist.gov
Ai-Chu Wu	Hewlett-Packard 1400 Fountaingrove Pkwy Mail Stop 3US-A Santa Rosa, CA 95403	T - 707-577-3446 F - 707-577-5664	ai-chu_wu@hp.com
Ramon Leon	University of Tennessee College of Bus. Admin. Dept. of Statistics 331 Stokely Mgmt. Ctr. Knoxville, TN 37996-0532	T - 423-974-2556 (W) F - 423-974-2490 (W) T - 423-588-9545 (H) F - 423-588-9545 (H)	leon@utkux1 (Bitnet) leon@utkux1.utk.edu (Internet)
Dan McCarville	Motorola, Inc. Sensor Products Signal Product Div 5005 E. McDowell Rd. Phoenix, AZ 85008	T - 602-244-3990 F - 602-244-5738	rvag60@email3.sps.mot.com
Administrative Support Jane Ballweber	115 S. Lawsona Blvd Orlando, FL 32801	T - 407-895-2481	E - jrb45495@pegasus.cc.ucf.edu

ASA Quality & Productivity Research Conference

**Past Steering Committee Members
November 25, 1996**

Name	Address	Telephone & Fax Nos.	Email
John Heitmann	Corning, Inc. HP-ME-03-079 Corning, NY 14831	T - 607-974-6299 F - 607-974-8007	heitmann_jw@corning.com
Dennis Lin	Pennsylvania State University Smeal College of Bus. Admin. Dept. of Mgmt. Science & Info Syst 314 Beam Bus. Admin. Bldg. University Park, PA 16802-1913	T - 814-865-0377 F - 814-863-2381	lin@stat.bus.utk.edu (Internet) DKL5@psuvm.psu.edu (Bitnet)
Doug Montgomery	Arizona State University Dept. of Industrial Engrg. Tempe, AZ 85287-5906	T - 602-965-3836(W) F - 602-965-2910(W) T/F - 602-496-9908	atdcm@asuvm.inre.asu.edu
James White	Eastman Chemical Co. Building 284 P.O. Box 1973 Kingsport, TN 37662-5284	T - 423-229-6607(W) F - 423-229-4880(W) T - 423-239-9361 (H) F - 423-239-7239 (H)	jrwhite@eastman.com jrwhite@ilinkgn.net
Nick Zaino	Eastman Kodak Co. Quality Tech. & Applied Statistics Quality Assurance Svcs, Div Bldg 6, 7 th Floor Kodak Park Rochester, NY 14652-3401	T - 716-722-2399 F - 716-722-4415	nzaino@kodak.com

**ASA Q&P Research Conference Steering Committee
Conference Call Agenda
July 22, 1997
10:30 am - 12:30 pm EDT**

**Call In Number: (908) 559- 0052
Access Code: 217355**

AGENDA

Time	Agenda Item	Responsibilit y
10:30 am - 10:40 am	Check In and Review of Agenda	All
10:40 am - 12:00 noon	Review of Action Items	Jeff Hooper
12:00 noon - 12:15 pm	Review of 1998 Conference	Ai-Chu Wu
12:15 pm - 12:30 pm	Other Business	All
12:30 pm	Adjourn	

ASA QUALITY & PRODUCTIVITY RESEARCH CONFERENCE

Potential Conference Sponsors Updated 5/14/97

Industry	Academia	Government
AT&T	University of Wisconsin	NIST
Bellcore	University of Iowa	Sandia
IBM	Iowa State	Los Alamos
Hewlett Packard	University of Tennessee	Lawrence Livermore
DuPont	Oakland University	Oak Ridge
Xerox	Berkeley	NASA
Ford	Stanford	Sematech
GM	University of Waterloo	
SRC	University of Michigan	
TI	Arizona State University	
Intel	NC State	
Motorola	UNC	
Corning	University of Manitoba	
Kodak	University of Central Florida	
Eastman Chemical	University of Florida	
Boeing	SUNY New Palz	
Lockheed	Georgia Tech	
Chrysler	Rutgers	
	MIT	
	University of New Mexico	
	University of Washington	