Old Dominion University Research Foundation  
Meeting Minutes for Project Kickoff Meeting for NSRP-ASE Agreement No. 2004-323, Developing Lean Enterprise Simulation Exercises for Shipbuilding and Repair  
December 17, 2003

Attendees:  
Alok K. Verma - Project Tech POC and PI  
Bill McHenry - NGNN Tech POC & Lean Training Coordinator  
Nancy Harvin - NGNN/VQI Consultant  
Carol Davis - NSRP PTR  
James House - ATI Program Manager  
Chuck Kramer - ATI  
Oktay Baysal - Dean College of Engineering & Tech.  
Carol Considine - ODU – ET Dept.  
Susan Perkins – ODU - Research Development Coordinator  
Catherine Miklos - Business POC, ODU- RF  

I. Lunch

1. Lunch was served from 11:30 to 12:30 for all attendees.

II. Business Meeting

1. Introductions of all attendees were made and welcoming remarks were provided by the following:  
   - Advance Technology Institute - Jim House  
   - Old Dominion University - Alok Verma  
   - Old Dominion University - Oktay Baysal  
   - Old Dominion University Research Foundation – Susan Perkins  
   - Northrop Grumman Newport News – Bill McHenry

2. Jim House gave a Program Administration Brief. The brief covered the roles of all parties, reports and invoice flow, and technology transfer and foreign access to technology.
3. Alok Verma provided an introduction to the project, reviewed the program management plan, including the fiscal management, and discussed the current status of the project. He also discussed the technology transfer plan. The following additional items were discussed during this presentation:
   - Jim House indicated that the presentation to the Crosscut Panel is tentatively scheduled for March.
   - Carol Davis stated that other panels, Facilities and Tooling and Lean Implementers, might be interested in the project presentation. The cost of additional trips would not be expected to be part of the current project budget; additional funding could be available.
   - Carol Davis indicated that the Crosscut panel sponsored a general Lean training workshop in a manner similar to what is planned for this project. ATI will provide a lessons learned summary from those workshops to aid in the planning of the workshops for this project.
   - Alok Verma indicated that VPMEP and Virginia Tech are currently working on a design simulation and ODU will investigate any opportunities for collaboration.
   - Jim House stated that the Ship Production Symposium currently has a call for abstracts. Alok Verma indicated that two abstracts had been submitted for this project.
   - Jim House indicated that there is an article on the Lean Workshop course in the recent NSRP newsletter.
   - Carol Davis requested ODU to have the Lean Implementers group review the conceptual design for the five simulation activities prior to proceeding with the design development phase. Comments from the review would be incorporated into the final design at the discretion of the project team.
   - Jim House stated that Chuck Kramer is the contact for website link information for ODU, NSRP, ATI, and USAA Shipbuilders.

3. Bill McHenry reviewed the Statement of Work, including the deliverables schedule.

4. Bill McHenry discussed the implementation of Lean at NGNN, and the potential benefits to the Navy as a result of this project. The following additional items were discussed:
   - Jim House asked if NGNN would be able to quantify the benefit of this project once it has been implemented. Bill McHenry confirmed that NGNN would provide this data.

5. Lynne McIlvane reviewed the Milestone Payment Schedule and mapped the project deliverables to the milestone schedule.
6. Lynne McIlvane reviewed the report and invoice flow requirements. The following additional items were discussed:
   • Jim House clarified requirements and indicated that ODURF would be sent a document outlining specific requirements.
   • Jim House discussed the requirement that the first quarterly report be submitted by 12/20/03.

7. Alok Verma proposed March 4, 2004 as the date for the next quarterly status briefing. The location will be the Peninsula Higher Education Center, 600 Butler Farm Road, Newport News, Virginia.

8. Alok Verma noted the following action items:
   • Carol Davis will provide a lessons learned summary from previous NSRP Lean workshops to aid in the planning of the workshops for this project.
   • ODU will have the Lean Implementers group review the conceptual design for the five simulation activities prior to proceeding with the design development phase.
   • Chuck Kramer will provide the website link information for ODU, NSRP, ATI, and USAA Shipbuilders.
   • ODU to submit first quarterly report on Friday, December 19, 2004.

9. Alok Verma adjourned the meeting.

Any modifications or additions to these meeting minutes should be sent to Alok Verma at averma@odu.edu within ten days of issuance.

cc: Bob Leber - NGNN Education and Training Director