

**SBRC D Project Quarterly Review Meeting Minutes
December 3, 2007**

List of Attendees:

- | | |
|--------------------|--------------------------------------|
| • Alok K. Verma | - Project Technical POC and PI – ODU |
| • Carol Considine | - Co – PI, ET Dept. – ODU |
| • Cheng Lin | - Co – PI, ET Dept. – ODU |
| • Eddie Hughes | - Colonna’s Shipyards |
| • Ron Jerasa | - Colonna’s Shipyards |
| • Michael Plumb | - TCC |
| • Larry Koeck | - NGNN |
| • Vince Warren | - NGNN |
| • William Prescott | - NGNN |
| • Yolanda Showers | - Research Foundation |
| • Grey Persons | - Virginian Pilots |
| • Nuns Jain | - MARAD |
| • Deepa Jaishankar | - Graduate assistant |
| • Shweta Sharma | - Graduate assistant |
| • Ameya Erande | - Graduate assistant |

Via Teleconference

- | | |
|--------------------|------------------------|
| • Audrey Smallwood | - ATN |
| • Margie Kraft | - ATI |
| • DeWitt Davis | - Industrial Hygienist |
| • Mark Scott | - NGSS |

Not present

- | | |
|----------------------|---------------|
| • Josephine Anderson | - VSRA |
| • David Cobb | - NGSS |
| • Dick Boutwell | -NGNN |
| • Joe Williams | - BAE Systems |
| • Regina Farr | - MARAD |
| • Nina Martin | - NGSS/ MGCCC |

Minutes:

1. Alok Verma welcomed everyone and introductions were made.
2. Margie Kraft gave a few NSRP updates. She said NSRP had about 17 millions on new projects and for the continuation of last years projects. She said new contracts would be signed by April 2008 and would start running by May 2008. The following additional comments were made:
 - Alok asked Margie about the submission date for the new proposals. She said proposals were due by January 23, 2008.

3. Alok Verma asked Margie Kraft if she had a chance to look at the email he had sent about the cost and revenue for covering additional expenses. Margie said she did look at and that everything was fine & under control. The following additional comments were made:
 - Margie asked Yolanda about the cost share.
 - Yolanda said most of the cost share from ODU is from tuition support & faculty release time and she still hasn't received the costs and will add them soon. She added that she has some information on recipient cost share & she will add that in the next quarterly report due 12/20.
 - Alok said apart from ODU's cost share, we have NGNN's cost share projections.
 - Yolanda said that they can include the cost projections in the quarterly report but mentioned that they needed to be certified.
4. Alok asked Audrey if she had any more companies listed for the expo apart from the sponsors who will get a booth each. The following additional comments were made:
 - Audrey said that she has a contact at OSHA and will follow up with them to have a booth at the career day event.
 - Deepa gave an update of the community colleges & professional organisations that she has contacted and their response. She said she would follow up on them.
 - Audrey said NGNN wanted to have a composite booth added to the hands on activities. She added that she almost had all the booths covered. NGNN & Atlantic Marine will be taking the other 2 hands on activities.
 - Alok requested Audrey to send an email after confirming the same.
 - Mark said they had a meeting last week and they went through the action items that were listed to him and they had covered all of it. He added that he would follow up on the security issue at MGCCC.
 - Audrey said she would try and get volunteers for the career day event. She said David would follow up with Signal for the layout.
 - Alok asked if NGSS would have a booth. Audrey said NGSS would have a booth.
 - Alok asked about the food. Audrey said she is trying to get a reasonable price from Valley food services. Deepa added that she spoke to Nina Martin last week and she suggested mailing Brock Clark as he could help in getting a decent price for the food. Deepa said she had mailed Brock Clark but was waiting for him to respond.
 - Alok said that for the hands on activities in Hampton Roads NGNN would take care of the entire arena area where the hands on activities would take place.
 - Larry said they had gone to the Ted Constant center to look around and decide that booths that require power outlets would be on the outside while booths that do not need power would be inside. He added that would everything in the arena.
 - Alok said that had visited Ted Constant again last Friday and they have requested for estimates for dividers & back wall separately from Dunmar.

He also added that signs would be made for the expo area, tours & hands on activities.

- Audrey said Mark would follow up with MGCC for tables.
 - Carol asked about the registration numbers in Gulf Coast. Ameya said 236 students. Carol asked if there were any registrations from mobile county schools. Ameya replied in negative. She asked Audrey if she could follow up with her contact there since they are the biggest school district in that region.
 - Audrey said she would and added that she expects more number of students to come other than the students who have registered.
 - Carol agreed with her saying that they would reach their target of 400 students easily.
5. Carol spoke about the number of volunteers & crowd handling. She said that some schools would go directly to the tours where they would get hard hats & bags and after that they would come to the Ted Constant Center. The following additional comments were made:
- Carol asked Audrey if they would follow the same thing at the Gulf Coast and Audrey agreed.
 - Alok said that they were concerned if they could follow the same plan at Gulf Coast because of time constraints. Carol said we could still make the blank & fill in the blanks later.
 - Alok explained the layout of the Ted Constant Center & showed the passports to the members.
 - Mayank Jain asked to put logos of NSRP & other supporting organizations.
 - Alok agreed and added that they would have inserts so that students could write their names and put them for the lottery.
 - Larry said that they have to confirm having 200V power supply for the cave area at the Ted Constant.
 - Shweta said she would confirm the same and explained the layout of the Ted Constant.
 - DeWitt Davis added that ASNE would have an 8 x 8 booth at the Ted Constant.
 - DeWitt asked if VSRA & AMMA would be having booths at the expo and said that he could in contacting them if needed. Ron Jerasa said he is following up with them and that he would speak to Dewitt Davis later about other probable companies.
6. Vince spoke about the video taping & said that they would make a 3 – 4 min about the different activities at the event. The following additional comments were made:
- Audrey asked if this video was only for the Hampton Roads area and Alok said yes. She further asked Mark if they could do it. Mark said he would check.
 - Alok asked to have a copy of all video recordings made by NGNN for documentation.
7. Alok introduced Grey Persons. Greg said in his last meeting with Dr Verma he understood that the ads were focused to get the attention of parents. He added that the

advertisement would communicate about the event, the variety of careers in shipbuilding & repair industry & the details about the event. He said has a rough draft of a 2 x 6 ad for link that would be put a month earlier and a 2 x 3 ad to be put in Virginian Pilot a week earlier. He added that he still had a rough draft of the ads and would be able to give the final version by Friday this week. The following additional comments were made:

- Alok asked Grey if he could change the dates and the location so that they could use the same ad for Gulf Coast. Grey said he would.
 - Mayank suggested contacting Nauticus & Norfolk International Terminal to have a booth for the expo. Ron said he would speak to DeWitt Davis about contacting Nauticus.
8. Ron Jerasa spoke about the sponsorship at Hampton Roads. He said they have two new companies for booths, ASNE & AMMA with \$500 each. He added he also has other industries in the loop but will get their confirmation by the end of this week.
 9. Alok thanked all the members for attending the meeting

Action Items:

- Alok to revise the passport
- Ron to send Alok a list of sponsors to send invoices.
- Ron to order hard hats.
- Greg to work on ads & send a copy by Friday morning.
- Ron to speak to Dewitt Davis about contacting Nauticus.
- Shweta to follow up with Ted Constant for 220 V power supply.
- Audrey to follow up with Mobile County Schools contact
- Audrey to follow up with layout for tours & hands on activities for Gulf Coast.
- Deepa to order bags.
- Deepa to order lunch for Gulf Coast & Hampton Roads career day event.