

**SBRC D Technical Team Meeting Minutes**  
**May 7, 2007**

**Attendance**

|                    |                                    |
|--------------------|------------------------------------|
| Alok K. Verma      | Project Technical POC and PI – ODU |
| Carol Considine    | Co – PI, ET Dept. – ODU            |
| Vince Warren       | NGNN                               |
| Larry Koeck        | NGNN                               |
| Eddie Hughes       | Colonna’s Shipyards                |
| Josephine Anderson | VSRA                               |
| Ameya Erande       | Graduate Assistant - ODU           |
| Sayali Kapatkar    | Graduate Assistant - ODU           |
| Deepa Jaishankar   | Graduate Assistant – ODU           |
| Shantanu Ghate     | Graduate Assistant – ODU           |

**In attendance via teleconference**

|                  |      |
|------------------|------|
| Mark Scott       | NGSS |
| Audrey Smallwood | ATN  |

**Members who could not make it**

|                 |                          |
|-----------------|--------------------------|
| Ron Jerasa      | Colonna’s Shipyards      |
| Yolanda Showers | ODU- Research Foundation |
| Danny Brookman  | NGC                      |
| Larry Gebhardt  | NSRP Crosscut Panel      |

**Meeting Minutes**

1. Alok Verma opened the meeting and welcomed all attendees.
2. Alok Verma updated the members with the job information sheet. The following additional comments were made:
  - Alok Verma asked the members if it was appropriate to have in depth information about the career path. The members agreed to his suggestion.
  - The members also agreed on Audrey Smallwood’s suggestion of having only two buttons/links on the main page of the website. One box would lead to information for industries and the other for students.
  - The members also felt that there should be information on alternate career paths for everyone.
  - Audrey Smallwood said that she would give her inputs in this regard and also asked to use words which would be appealing to students.
3. Mark Scott & Audrey Smallwood discussed about the various possible locations for the career day event in the Gulf Coast. The following additional comments were made:
  - Carol Considine said that she spoke to the some schools in the Gulf Coast and they said that the last week of January would be a convenient date for the career date. She said that she would confirm with all the schools in the region to confirm the date.

4. Mark Scott & Audrey Smallwood discussed about the possible shipyards where tours could be conducted. Mark Scott said that he had to logistically sort out how to adjust the tours.
5. Eddie Hughes discussed about the tour to Colonna's shipyards. He said that the tour to Colonna's would take approximately 20 to 30 mins. He also said that they would be able to handle 3 groups containing 30 students at one time. The following additional comments were made:
  - Alok Verma said that they needed to plan the hands on activities.
  - Vince Warren suggests having separate sections for information booths and game booths.
6. Josephine Anderson discussed about the BAE system tours. The following comments were made:
  - She said that the students would need to give in their SSN for security purposes at BAE systems. The members felt that this would not be appropriate.
  - Carol Considine suggested that they could use the student's school ID numbers instead. Josephine Anderson said that they would find out about it.
  - Alok Verma asked Josephine Anderson to give a presentation on the various activities that VSRA has already done and also to coordinate with Carol Considine for information about various schools.
7. Alok Verma discussed about the various handouts that would be given to the students. The following comments were made:
  - The members agreed about giving drawstring bags to the students attending the career day event. The bags would contain hard hats and safety glasses.
  - Eddie Hughes said that he would ask Ron Jerasa to get information about the safety glasses.
  - The members felt that an information sheet containing information about the dress code should be made to convey it to the students attending the career day event.
  - Alok Verma asked Carol Considine to make the information sheets.
8. Carol Considine said that they haven't been able to do much on preparing guidelines for the selection process for students. She said she spoke to Barbara Murray about it and also asked Vince Warren and Audrey Smallwood to give some guidelines and finally they would compile all of it.
9. Carol Considine said that she would finalize February 27 or 28 for the career day event in Hampton Roads. The teachers and counselors workshop would be held sometime in October for Hampton Roads and in September for Gulf Coast. The teacher's workshop would be a full day program with lunch on a Saturday and the counselor's workshop would be a half-day event with breakfast on a Friday. The following additional comments were made:
  - Alok Verma said that they needed to put a draft for the program of the teachers and counselors workshop.
  - Carol Considine suggested having industry speakers for the workshop.
  - Carol Considine also asked Audrey Smallwood to set a date for the teachers and counselors workshop for Gulf Coast.

10. Alok Verma discussed about the layout of the Ted Constant Center .The following additional comments were made:
- Alok Verma suggested that they have a boat competition between various schools for the career day event.
  - Larry Koeck suggested having all the booths of the same size.
  - Carol Considine said that they could use the central arena for hands on activities and use the second floor and the outside space for informative booths.
  - Carol Considine also suggested that if possible have colored hats for the three groups of students to distinguish between them.
  - Carol Considine also said that they should have one logo to represent the career day event, which would be put on the bags. She suggested having the model of some kind of a boat or a ship like cargo or container ships.
  - Eddie Hughes suggested tugboats and the members agreed.
  - Alok Verma said that he would try to design the logo.
11. Alok Verma spoke about the sponsorships for the event. The following comments were made:
- Alok Verma asked Josephine Anderson if she could provide a list of companies we could approach for sponsorship.
  - Carol Considine asked everyone to compile a list of companies that they could approach for sponsorship.
12. Alok Verma requested the members to go through the SBRCDC website and give their reviews. The following comments were made:
- The members felt that it was too early to have the registration page for schools to be open now.
  - Josephine Anderson suggested that the page can be made inactive for now and open it later for registration.
13. The members agreed that May 21, 2007 would be a convenient day for the next meeting that would be via teleconference.

### **Action Items**

- Eddie Hughes to prepare a layout for the tour at Colonna's and give an estimate on the time for each tour.
- Eddie Hughes to give information on dress code for students.
- Ron Jerasa to check on the security issues at BAE systems
- Ron Jerasa to get rates for the safety glasses.
- Ron Jerasa to check the possibility of getting colored hard hats and also confirm the possible size of the logo that can be put on the hard hats.
- Alok Verma to design the logo for the career day event.
- Vince Warren to give some guidelines for the selection process.
- Vince Warren to identify potential speakers for the teachers and counselors workshop.
- Vince Warren & Larry Koeck to come up with a list of hands on activities for the career day event.
- Carol Considine to confirm the dates for the teachers and counselors workshop in Hampton Roads and the day for the career day event in Gulf Coast.
- Carol Considine to prepare a set of guidelines for the selection process.

- Carol Considine to follow up on the logo for the event and prepare a program draft for the teachers and counselors workshop.
- Audrey Smallwood and Mark Scott to identify locations for career day event in Gulf Coast and the possible shipyard tours.
- Audrey Smallwood to get information on educational requirements for the various shipbuilding trades.
- Audrey Smallwood to confirm dates for the teachers and counselors workshop.
- Josephine Anderson to follow up on the BAE systems tours and give information about various activities conducted by VSRA.
- Josephine Anderson to give information for sponsorship to Alok Verma and school contacts to Carol Considine.