

SBRC D Technical Team Meeting Minutes
May 21, 2007

List of attendees

- Alok K. Verma - Project Technical POC and PI – ODU
 - Carol Considine - Co – PI, ET Dept. – ODU
- (Via Teleconference)**
- Ron Jerasa - Colonna’s Shipyards
 - Eddie Hughes - Colonna’s Shipyards
 - Vince Warren - NGNN
 - Larry Koeck - NGNN
 - Josephine Anderson - VSRA
 - Audrey Smallwood - ATN
- (Not in attendance)**
- Larry Gebhardt - NSRP Crosscut Panel
 - Mark Scott - NGSS
 - Danny Brookman - NGC

Meeting Minutes

1. Alok Verma welcomed everyone and introductions were made.
2. Audrey Smallwood discussed about the possible locations for the career day event at the Gulf coast. She said that she has found the rental rates for the location at Biloxi but she still has to get the rates of the community college and once she gets them they will be able to finalize a place. The following additional comments were made:
 - Carol Considine said that January 17, 2008 would be the date for the career day event at the Gulf Coast. She had spoken to Mobile schools and they said that this would be the most convenient of all dates.
3. Audrey Smallwood discussed about the possible yards where tours can be conducted in the Gulf Coast. She said that there were about four shipyards located within a range of 4 to 8 miles near the locations they were considering. Alok Verma asked her to speak to the shipyards for tours. Audrey said that she already has some people on board she only needs to follow up with them.
4. Ron Jerasa spoke about tours to BAE systems. He said that he spoke to the BAE systems President who said that he would assign a project lead and would also help us monetarily. The president asked to give a small presentation about SBRC D event.
5. Eddie Hughes and Ron Jerasa spoke about the layout of the tour at Colonna’s. They said they were working on the routing of three buses at one time and their concern was how the buses would turn and go back. They were working on this aspect. They said that it would take 30 mins per busload to complete a tour. The following additional comments were made:
 - The members asked how long would a tour of BAE systems take and Ron Jerasa said that BAE systems was pretty much like Colonna’s and a tour there would take around the same time.
 - Alok Verma said that it would take about 1 ½ hrs to finish the tours and that we should make a rough schedule for the entire career day event.

- Carol Considine asked the members to review the parents consent form and let her know of any changes.
 - The members suggested having long sleeved shirts and long pants as the dress code and also add the sentence “Hard hats and safety glasses will be provided” on the consent form.
 - Audrey Smallwood suggested having a separate box to highlight the dress code and also have a tagline on the top about the salaries that shipyards offer.
6. Carol Considine spoke about the guidelines for selection process of students for the career day event. She said that Vince Warren had sent her a write up on the guidelines. When she spoke to Mobile schools they said that middle tier students with a GPA between 2.8 to 3.5 would show more interest. Alok Verma suggested having a GPA of 2 as the cut off so that we can cover all kinds of students. The members agreed on this suggestion and Carol Considine said that she would make a document on the guidelines.
 7. Carol Considine spoke about the dates about the career day event at Hampton Roads and the teachers and counselors workshop at Gulf Coast & Hampton Roads. She said that because of the basketball matches at the Ted Constant Center a date for the career day event has not been finalized and it would be done by July.
 8. Ron Jerasa spoke about the cost of safety glasses and hard hats. He said that the safety glasses would cost 90 cents per piece and the hard hats are \$3.65 per piece without the logo. Alok Verma asked Ron Jerasa to get a sample of the hard hats and the safety glasses and he said he would get them in the next meeting.
 9. Alok Verma spoke about the SBRC D logo. He showed a sample logo and also said that the graphics department at ODU is also working on the logo.
 10. Larry Koeck & Vince Warren spoke about the hands on activities. The following additional comments were made:
 - They said that they have come up with a list of 10 hands on activities for the career day event and he would send a write up describing them.
 - Alok Verma asked Vince & Larry to include the space requirements in the write up.
 - Alok Verma also talked about how to approach companies for sponsorship and he said that we would prepare a package containing information about the event so that we could mail it to the companies.
 - Carol Considine suggested having crane simulations as part of the hands on activities.
 - Carol Considine asked Larry & Vince if they would not mind doing all the hands on activities for the career day event and they agreed to do it.
 11. Carol Considine reviewed the teachers and counselors workshop program.
 12. Alok Verma discussed about the simulations for the SBRC D project. He said that there would be simulations in two areas – one in design and the other in construction each for middle and high school students. He said that they would consult the teachers and counselors for SOL objectives to incorporate them in the simulations. He also invited Larry Koeck, Vince Warren and Ron Jerasa to participate in the simulation activities.

13. Alok Verma confirmed the date for the next Quarterly Review Meeting on June 4, 2007.

Action Items

- Ron Jerasa to update pricing for the hard hats.
- Ron Jerasa to follow up on BAE systems for tours.
- Ron Jerasa & Eddie Hughes to make a schedule for tour at Colonna's.
- Audrey Smallwood and David Cobb to identify a location for the career day event at Gulf Coast.
- Audrey Smallwood and David Cobb to identify shipyards for tours at Gulf Coast.
- Larry Koeck & Vince Warren to give a write up on the hands on activities and also try and have crane simulations for the hands on activities.
- Carol Considine to work on the guidelines for selection process for students.
- Carol Considine to revise the consent form.
- Alok Verma to prepare packages for sponsorship to send to Josephine Anderson.
- Alok Verma to update the Ted Constant Layout.
- Alok Verma to follow up on the logo.
- Alok Verma to work on the simulations.