



## Committee Management User's Group (CMUG)

**Meeting Date:** November 20, 2002  
**Time:** 1–3 p.m.  
**Location:** Rockledge 2, Conference Room 7111  
**Advocate:** Anna Snouffer  
**Chair:** Kay Valeda  
**Analyst:** Krishna Collie  
**Next Meeting:** **December 18, 2002, 1–3 p.m., Rockledge 2, Conference Room 7111**

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### General Discussion

- **Chair Grants**—The business rules for Chair Grants should allow the following: When you edit a meeting where no chair has been selected, a chair should automatically default following the entering of start and end dates and hitting Save.
- **Meeting Locations**—Send any new locations you want added to the hotel/meeting location pick list of Anna Snouffer for consideration.
- **Phase 3 J2EE**—This will be released in July and will include Federal Register Notices and three CM screens.
- **Quick Reference Guide**—This guide is due for Phase 1 on Jan. 6.
- **Training**—Fast Track training will be offered from 1:30–5, in Rockledge 1, Room 3502, on Dec. 16, Jan. 6 and Jan. 8.

### CM Fast Track Hover Text

The group reviewed the text that will appear when the cursor hovers over text or an icon on a Web page. Changes to the text are in this table.

Section	Current Text/Change	Comments
2.1.2	All Hover Text in right column of table: delete article at beginning of text, e.g., <del>A</del> Unique acronym for the committee.	
2.2.1	SRA Name. Change to: Exec Sec/SRA Name. Expand field width. Panel Name: Reduce field width.	
2.2.2	Change hover text for all but the first field name as follows: SRA Des: <del>An acronym of the branch of section holding the meeting (For SEPs only!)</del> Unique acronym to identify a specific SEP meeting.	Make the same change on all pages with the same text (e.g., Section 3.2 Fields).

Section	Current Text/Change	Comments
	<p>SRA Flex: <del>The SRA Flex code of the SRA holding the meeting (For SEPs only!).</del> Unique acronym to further identify a specific SEP meeting.</p> <p>Group Code: <del>Code used for grouping meetings within a review cycle.</del> Further identifier unique to each institute.</p> <p>Meeting Dates: <del>Date(s) of the meeting.</del> MM/DD/YY of meeting.</p> <p>Council: <del>Calendar year and month of the application review cycle for the meeting.</del> Council application review cycle for the meeting (YY/MM).</p> <p>Panel Name: Name of the Panel <i>or workgroup</i> holding the meeting <del>(for SEPs, NACs, and PACs only).</del></p>	
3.2	<p>Delete all initial verb-articles, e.g., <del>Select the</del> Unique acronym for the committee.</p> <p>FACA/Non-FACA: <del>Identifies</del> Selects meeting a FACA Meeting or a Non-FACA Meeting.</p> <p>Mtg Prep Cmpl: Indicates the Meeting is rdy to be announced on a <del>Federal</del> Register Notice.</p>	<p>Make all description changes per previous section.</p> <p>Remove all initial articles.</p>
4.1	<p>Reduce Cmte Type field width.</p> <p>Increase SRA Name field width.</p>	
4.2	<p>Delete initial article on any text with an article, e.g., <del>A</del> Unique acronym for the committee.</p>	<p>Make all text changes as above.</p>
4.3	<p>Location: <del>The location the meeting is being held.</del> Where meeting being held.</p> <p># of Appls: <del>A derived column for identifying the number of applications to be reviewed at the meeting.</del> Number of applications to be reviewed at meeting.</p> <p>FACA: Identifies the meeting as a FACA Meeting (F) or a Non-FACA Meeting (N).</p>	<p>Make all text changes as above.</p>
4.4	<p>Add Mtg: <del>Click the Add Mtg</del> Button to add a new meeting.</p> <p>Edit Mtg: <del>Select a meeting, then click the Edit Mtg button to edit the selected meeting.</del> Edit or View meeting.</p> <p>Delete Mtg: <del>Select a meeting, then click the Delete Mtg button to</del> Delete the selected meeting.</p>	<p>Write all to delete the action and leave the description.</p>

Section	Current Text/Change	Comments
	<p><del>Combine-Combined Meetings: Select a meeting then click the Combine button to view or edit the combined meetings. View or edit combined Council meetings.</del></p> <p><del>Workgroups: Select a meeting then click the Workgroups button to v View or edit the workgroup meetings.</del></p> <p><del>Amend / Cancel: Select a meeting then click the Amend / Cancel button to amend or cancel the meeting.</del></p> <p>FRN Amend / Cancel: Amend or cancel the meeting.</p> <p><del>Reset: Select a meeting, then click the Reset button to r Reset the meeting to its previous version (for CMO use only).</del></p> <p><del>Roster: Select a meeting, then click the Roster button to view the r Roster for the selected meeting.</del></p> <p><del>View List of Fed Reg Notices: Select a meeting, then click the View List of Fed Reg Notices to view a l List of fFederal rRegister nNotices where the selected meeting has been published.</del></p> <p><del>Member Statistics: Select a meeting, then click the Member Statistics button to view the r Roster attendee breakdown.</del></p> <p><del>System Ids: Select a meeting, then click the System Ids button to view the unique identifiers for the selected meeting. System-generated ID.</del></p>	
5.2	<p>Type of Mtg: Identifies the meeting as a FACA <del>Meeting</del> or a <del>Non-FACA m</del> Meeting.</p> <p>Format: <del>Description of the meeting format.</del> Type of meeting (face-to-face, teleconference, virtual. <i>(Ed note— not sure if they wanted types of meeting listed.)</i>)</p> <p>Location: <del>An option to a</del> Activates a list of meeting locations from which to pick the location of the meeting.</p> <p>Reason to Close: <del>Description describing the reason to elose a meeting.</del> Describes the authority to close a meeting.</p>	Delete initial articles. Make all text changes as above.
5/5	Cancel: Click the Cancel button to <del>abort</del> halt any data changes that have been <del>made</del> made.	Rewrite to delete all initial verbs. Should not be instructions but descriptions only.
6.2	Federal Staff Type: <del>Enter the start date for the federal staff person.</del> Staff type for the federal staff person.	Rewrite to delete all initial verbs. Should not be instructions but

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	<del>staff person</del> Staff type for the federal staff person.	descriptions only.
6.3	Sel: <del>Click the check box next to a federal staff person, then select a button below.</del> A checked box selects federal staff person.	
6.4	<del>System ID</del> 's System IDs	

## Attendees

Blizard, Colleen (NGIT)  
 Campbell, Bonnie (AHRQ)  
 Caraballo, Kim (NICHD)  
 Carter, Melvin (NICHD)  
 Cecil, Christy (NIMH)  
 Cheng, Alice (OD)  
 David, Tracy (CSR)  
 Fonville, Olaf L. (NIDDK)

Gibb, Scarlett (OD/USB)  
 Grabner, Caroline (NHLBI)  
 Jenifer, Tiffany (NCI)  
 Kate Whelan (NIMH)  
 Kemmerle, Donna (NIDCD)  
 Nuss, Mary (NIAID)  
 Peasland, Kerry (NCI)  
 Pham, Phuong (NCI)

Scibek, Caro (CSR)  
 Seppala, Sandy (LTS/OCO)  
 Shingler, Felicia (OD)  
 Sinnett, Everett (CSR)  
 Snouffer, Anna (OD)  
 Sprick, Carin (OD)  
 Vilensky, Zenia (NCI)