



Committee Management User's Group (CMUG)

Meeting Date: January 15, 2003
Time: 1–3:30 p.m.
Location: Rockledge 2, Conference Rooms
Advocate: Anna Snouffer
Analyst: Krishna Collie
Next Meeting: **February 19, Wednesday, 1–4 p.m., Rockledge 2, Room 6087 (note new location)**

Announcements

Meetings—The meetings, through the rest of the year, will be held in **Rockledge 2, Room 6087, from 1–4 p.m. (note new location)**.

Training—There will be an overview and training session on January 24. The time will be announced. There will be two more in-depth training sessions at the end of January, which will be confirmed later.

Hotel Additions—Krishna asked that new additions to the hotel list be sent to him. The hotel list in the CM module includes the top 100 meeting locations in the D.C./Md./Va. Metro area, including NIH facilities.

CM Quick Reference Guide

Laura Fostek, the NGIT writer for the CM documentation, attended the meeting and recorded the comments and input from the group. They will be incorporated into a revised version of the manual, which will be available to the group. She reminded the group that the Quick Reference Guide is a work in progress so that input from testing and further use can be used to revise it on an ongoing basis.

Attendees

Austin, Patty (OER)	Grabner, Caroline (NHLBI)	Sinnett, Everett (CSR)
Carter, Melvin (NICHHD)	Kemmerle, Donna (NIDCD)	Snouffer, Anna (OD)
Cecil, Christy (NIMH)	Nuss, Mary (NIAID)	Sprick, Carin (OD)
Cheng, Alice (OD)	Rustin, Lisa (NCI)	Valeda, Kathryn (NHLBI)
Collie, Krishna (RN Solutions)	Scibek, Caro (CSR)	Vilensky, Zenia (NCI)
David, Tracey (CSR)	Seppala, Sandy (LTS/OCO)	
Fostek, Laura (NGIT)	Shingler, Felicia (OER)	