

### **Action Items for:**

- 1) the Host of the Human Factors Coordinating Team Meeting**
- 2) the Secretary of the HF Coordinating Team Meeting**

This document contains guidance for the host of an upcoming meeting of the Human Factors Coordinating Team. If a HF Coordinating Team meeting is to be held in the city you work in, you are the host for that meeting! For example, if the next meeting is to be held in Wichita, KS Jeff Holland would be the host. The secretary for the Wichita meeting would be the person hosting the meeting after the Wichita, KS meeting.

### **Action Items for the Meeting Host**

#### **2 months prior to the meeting host should:**

- 1) Arrange for a meeting room
- 2) Arrange for an overhead projector for use at the meeting
- 3) Send an email with:
  - a single recommended hotel, and
  - back up or alternative hotel options.
  - Provide hotel contact information. Note you are not required to make reservations for individuals, but if you chose to the following is a list of criteria to consider:
    - Close to public transportation
    - Sleeping rooms available at allowable government per (US rates: [www.dtic.mil/perdiem/pdrates.html](http://www.dtic.mil/perdiem/pdrates.html))
    - Coffee maker in room preferred
    - Hotel work out facilities preferred
    - Nice area preferred (near shops & food)
- 4) Review the notes, action items, and agenda from the previous meeting. Think about what you could do to make this meeting more successful. Talk with the meeting host of the previous meeting to get their input/ideas.
- 5) Notify and invite appropriate parties for the next meeting of the date and time each person is requested to be present (ex. test pilot(s) if test pilot issues are to be discussed, AAR-100 staff if HF research is to be discussed, etc.). Note: It is important to notify the guest participants of the specific date(s) and times that we need them in order to make sure that part of the agenda is focused on their issues and minimize the potential for wasting peoples time.

#### **1 month prior to the meeting the host should:**

1. Send out information on the hotel (address, phone number, fax)
  - Transportation from airport to hotel
  - Transportation from hotel to meeting site if meeting not held at hotel
  - Parking arrangements at hotel and meeting location
2. Provide hotel information to Colleen to post on the web
3. Develop a draft meeting agenda and distribute it electronically to solicit inputs

4. Follow-up with phone calls to individual team members to find out if they have any special needs for the meeting or meeting agenda (ex. someone may want to discuss their project/or draft document on a particular day or at a particular time).
5. Follow up with reminders about any open action items from the last meeting (documented in the meeting notes from the previous meeting).
6. Follow-up and coordinate with the flight test pilot(s) that may be asked to participate for some portion of the meeting. Finalize the times and date you would like them to be available. Make the goals of that portion of the meeting clear so that they understand what is being asked of them and what their role is (e.g., could be we want to pick their brain(s) on issues of a particular type in order to develop an issue paper- so they will be asked to be available for two hours and come prepared with examples of that issue).
7. Follow-up with any other participants that are invited to that meeting. Remind them of what you are requesting (ex. presentation) and how much time they are asked to participate.

### **1 week prior to the meeting**

- Send reminder to meeting participants about the dates and times. Make sure they have booked their hotel rooms.
- Cancel any rooms you have booked on your credit card that have not been switched over to the individuals credit card (check with that person first to make sure they do not want the room).
- Send email reminder to make sure folks send you any drafts that they need print outs of for the meeting.
- Send draft 2 of the meeting agenda. This agenda document should include the meeting location (building and room number) as well as a point of contact name and phone number for emergency phone calls.
- Check to make sure that all individuals who are on the agenda have either sent you their draft documents or will bring their own hard copies. Remind them that they must give this material to folks to review at least 24 hours in advance.

### **At the meeting**

- Serve as the meeting chair, keeping people on schedule according to the agenda and focused on topic.
- Distribute copies of the final agenda. Modify the agenda when necessary. Provide updated versions of agenda if it is modified.
- Provide copies of any documents or drafts to be reviewed
- Provide printing capability at the meeting for anyone who needs to make copies last minute. You may:
  - Bring a printer to the meeting or
  - Identify a printer like Kinko's or
  - Make arrangements with the hotel for free or reasonably priced prints
- Provide a projector computer hook-up
- Arrange for sufficient electrical hook-ups for laptops

- Bring cookies!
- Provide coffee or locate ways to get coffee
- Make recommendations for a restaurant and a night/time for a group dinner
  - Suggest a restaurant
  - Provide information on location and transportation for the restaurant
- Conclude the meeting with a short discussion session on what should be done better or differently at the next meeting, what worked at this one, what didn't work at this one.
- Review dates of upcoming meetings and make sure hosts and secretaries know who they are.

### **Action Items for the Meeting Secretary**

#### **At the meeting:**

1. Take notes of general discussions and action items
2. Re-document any open action items that were assigned but not completed at the previous meeting.
3. Review the open action item list at the beginning of the meeting
4. Review the open action item list at the end of the meeting.

#### **After the meeting:**

5. Edit the notes to make sure they make sense.
6. Distribute the notes to meeting participants
7. Check to make sure the notes are posted on the WEB within one week of the date you submitted them. If they have not been posted in that time contact Colleen.