

DSSA -- Go forward

- **Katrina**
 - **Plus**
 - Face to face meetings
 - Short teleconferences, to the point
 - Definitions of terms and abbreviations
 - **Minus**
 - Long teleconferences -- unstructured, without agenda, long (and BORING)
 - Talking by a couple of people
- **Julie**
 - **Finalize code of conduct**
 - **Statements of interests**
 - Conflicts?
 - **Codify information handling**
 - Procedures
 - Mechanisms
 - **Formal confidentiality agreements**
 - Must deal with entry and exit from the group
 - **Sub-teams**
 - Clearly defined boundaries
 - Team to determine how it functions internally
 - Regular updates to the whole group

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- Decisions of work group need at least 2 meetings of work group to finalize
- **Scott**
 - Things to do
 - Achievable work with deadlines that aren't too long
 - Ready access to background info
 - Mail lists
 - Archives
 - Wiki
 - Tools that everyone uses
 - Adequate staff support
 - Periodic face-to-face meetings
 - Actively engaged chairs/co-chairs
 - Things to avoid:
 - Reopen/rehash discussions
- **Mark**
 - Good experiences
 - OARC
 - Bad experiences
 - Disclosure of competitive information to the competitors