



ASIC 2nd Quarter Meeting 2018



Attendance:

Chad Sneve
Bryan Roberts
Sarah Owens
Brandon Johnson
Allison Mattioli
Daniel Meyers
Eric Stormfels
Zoe Roberts

Seth Myers
Dan Carrico
Tim Keck
Curt Fischer
Karena Marinas
Lydia Baune
Meagan Roper

Meeting commenced at 1300 EDT

Trello Briefing:

Meagan Roper provided a Trello Briefing. Trello is a project management tool, to help committees keep track of tasks and projects. All members feel that this would be a good medium for project tracking. ASI Members will receive an email to start a Trello account.

Committee Updates:

Secretary/Treasurer: No Updates

Membership/Outreach Coordinator: No Updates

Standardization/Training Coordinator: ASI Training plan on arriving Friday night (October 19th). Training will begin on Saturday morning (October 20th). Saturday planning on ASI Quarterly-Meeting, review SOP. Sunday: lessons learned, team building exercise and committee dinner. Monday: Paul/Trish briefing, presentation, then CFS.

Investigation Resources/ASI Repository: No Updates

Information Technology: No Updates

Old Business:

- FCT Accident/Incident checklist is updated and on the website. [CLOSED]
- ASI Charter and SOP Updates? No updates, may be beneficial to use Trello for these projects. [OPEN]
- FAA ERT Frequency and ERT Guide for FACREP: Also want to move this to Trello. Bryan will work on this. [OPEN]
- ASI Booth at 2018 Convention: Tim will take the lead on this. [CLOSED]
- ASI Website Project: Dan M. will work on this, with IT sub-group. [CLOSED]
- FAA SRT Drug Testing Telcon Protocol: Want to add this to our checklist. [OPEN]

New Business:

- Booth Touch Screen: Bryan installed the computer module that attaches to the touch screen. Looking for new ideas on how to use this system. [CLOSED]
- NTSB redacting reports: Want to make a change to get Controllers name removed from reports. [OPEN]
- Returning to work after an accident: Any specific limitations on ATCS returning to work? The Covered Event Review (CER) does not need to be completed prior to returning to work. [CLOSED]
- Bryan is looking for help for phone interviews for tomorrow for Mentee position. Each phone call is only 10 minutes in length. Bryan will post the schedule on GroupMe. [CLOSED]

Meeting ended at 1350 EDT