

**Lab-Wide Earned Value Management System Project
Core Team Meeting
November 12, 2008
2:30 -3:30 PM
Black Hole (WH2NW)**

- 1) System Description and Implementing Procedures [Elaine]
 - a) Cleanup
 - b) Rollout
 - c) Pocket Guide progress
- 2) OECM Pre-Meeting 6-Nov outcome[Dean]
- 3) Training
 - a) 2 Day EVMS Training status [Dean]
 - b) Special Topic Areas Training – show what we have [All]
 - c) Scheduling topic training [Elaine/Dean]
- 4) FYIs
 - a) Status of customized Cobra CPR5 3 month rolling average report [Suzanne]
 - b) Status of Free Physicists Guidance Document from OHAP [Dean/Elaine]
- 5) Status of Action Items

ACTION ITEMS AS A RESULT OF THIS MEETING:

New Action Item	Assigned to
Develop memo to come from Pier for system roll-out	Dean
Schedule 2-day training	Dean/John Cooper
Make comments on pocket guide for 5 Nov meeting	Core Team
Add remove funding line on WAD form to fix-up list for documents	Elaine
See about scheduling topic training for CAMs during NOvA Tech Board meetings on Nov 18, Dec 9 & 16, Jan 6	NOvA members of Core Team
Prepare topic training for brief show to core team on Nov 12	Bill, Suzanne, Dean, Elaine
In-progress Action Item	
Summarize spares meeting notes for distribution	Dean
Continue efforts on Fermilab implementation of OHEP direction on free physicists	Dean/Elaine