

UA Measurement WG Meeting

3 June 2020

Attendees

Abdalmonem Galila
Dennis Tan Tanaka
Dessalegn Yehuala
Jim DeLaHunt
Mats Dufberg
Rachad Sanoussi
Sushanta Sinha
Sarmad Hussain

Agenda

1. Continue: Final Review SoW CMS (20 min)
<https://docs.google.com/document/d/12L5fgTOD5ITbqJ9y-1vPwZgAwOu5EST4PtotqmShpnE/edit?usp=sharing> [docs.google.com]
2. Continue: Final Review UAM Prioritization Framework (30 min)
<https://docs.google.com/document/d/1uZENuWMzAcbOxxnhm2fYnU8TAh9sbS2j5qEaWI3sSfE/edit?usp=sharing> [docs.google.com]
3. Continue developing Success Criteria for UASG Activities (5 min)
<https://docs.google.com/document/d/16CTSAN-exVjhNc8g2lBws7L1eA7v3HKU0I3bcuhkvlS/edit?usp=sharing> [docs.google.com]
4. AOB (5 min)

Meeting Notes

The WG members reviewed the SoW for CMS. The new editorial comments were accepted. The WG agreed on the the extensions section, including subscription management, membership management, and event management. It was noted that testing five components for each extension expanded the scope of work but it was agreed to be a reasonable requirement.

The Deliverables section was discussed. For training assets, the requirements for implementing and maintaining a pilot website were removed as those could raise open-ended resource requirement. The presentation slide for training remained in the deliverables. The presentation should have the level of details for technical manager audience to understand the technical issue, but as detailed as the Test Plan document. The size of presentation could be for 1 – 1.5 hour long.

The chair would incorporate these inputs in the document and would circulate the document on the mailing list for the final review. It was aimed to be finalized within the following week.

The WG continued the discussion on UAM Prioritization Framework which would be used to prioritize all UASG activities. The methodology was explained. The chair would apply the methodology with the current wish list for FY21 activities and share the initial prioritization on the mailing list.

It was raised that each quadrant in the Impact versus Effort Matrix should have a name e.g. 'waste of time' for low impact high effort quadrant, 'low hanging fruit' for high impact low effort quadrant.

The WG members were informed that the WG was asked to measure the success in two areas; training activities and sponsorship activities. The Success Criteria for UASG Activities document was initiated and would need more inputs from the WG members.

It was raised that the success for trainings could be defined by learning what works what does not work and improve the training itself. The success could be defined by the earning objectives participant achieve. It was noted that the name could be changed from Success Criteria to Success Indicators.

Next meeting: Wednesday 17 June 2020, at 15:00 UTC

Action items

No.	Action Item	Owner
1.	<i>Incorporate comments as discussed to the SoW CMS document and circulate on the mailing list</i>	<i>Dennis</i>
2.	<i>Apply the UAM Prioritization Framework with FY21 activities and share on the mailing list</i>	<i>Dennis</i>