

Minutes of the Harvard Broadband Committee Meeting

August 24, 2016 (Volunteer Government Room)

Committee member Attendees:

- Noyan Kinayman (Chair)
- Matt Caulfield
- Olivier Beauchemin
- Jim Dowson (Secretary)

A quorum was met, having 4 of the required members in attendance. Chris Roy was absent.

Ruby Diane Senkowski attended as a member of the public

The Meeting was called to order at 7:31 pm

The minutes of the August 15th meeting were unanimously approved.

An item for “Out of Committee Business” will be added for future agenda.

Matt Caulfield was welcomed to his first meeting, and reported that he is coming up to speed on the available background materials.

A review of the process steps required for the establishment of the MLP was provided for context (see 08.15.2016 minutes).

A discussion of the need for a “Question and Answer” session, based upon the presentation draft prepared by Olivier Beauchemin led to the suggestion of an article outlining the committee’s charge and plan.

The survey questions were reviewed by section. Matt Caulfield moved to approve the Questionnaire (subject to the changes made). The motion was seconded by Olivier Beauchemin, and unanimously approved.

The Chair asked Ms Senkowski if she might be interested to join the Committee. At this time, Ms Senkowski wishes to attend as a member of the public, but not join the Committee.

The next meetings will be held:

- August 31, 2016 at 7:30 pm

Action Items

- Investigate parameters for an appropriate article in The Harvard Press (Matt)
- Develop an article outline within those parameters for team review (Jim)
- Reach out Worth Robinson to encourage him to attend the meetings (Jim/Ruby)
- Ask Google Fibre about their experience on methods and techniques used (Jim)
- Convert approved survey questions to Survey Monkey (Olivier/Jim)

Meeting adjourned at 10:12 pm

Respectfully submitted, Jim Dowson