Meeting hosted by Cristy Renner, Co-Chair

Notes section follows the Agenda for the meeting, topic items. Attendance and Chat sections are after Notes.

Notes:

A. **Safety/Security Moment,** Cristy Renner of Portsmouth shared a safety moment.
   1. Be careful about using daisy chain power strips. Check for fringed edges on power cords. Perhaps use shorter extension cords. Make sure power strips are not under carpets. Use timers for power strips to save on energy, to have turned off when not using so they won't contribute to a fire or emergency condition at home.
   2. FCC Discussion. On 1/10/23 there was incident related to NOTAM (Note to Air System) notification contact software system, due to maintenance problem. FAA involved also. Cristy sent out email to this group last month regarding. The software system was antiquated. The incident occurred right after Southwest Airlines incident. Cristy recalls Linda Westfall mentioning a change that occurred at Telcom where she worked that had a change to the software system that was not noticed and tested which took down the whole system. If you don't have proper checks/balances in your software systems, using good SQA practices, these types of incidents can occur. Need to fund upgrades to software and maintenance of these systems.
   3. Do you feel safe flying? What about medical centers? Need more awareness of SQA, testing software even if from good company. We expect drug companies to test, but still have side effects. Everything is related to computers in our society now adays. Recommend SQA be a college class.
   4. Note what happened to Ford Pinto car. Car exploded when hit in back due to gas tank in back and back made up mostly of glass.

B. **Sub-Task Groups Updates & Add Members/Leaders**:
1. **Testing Spreadsheets,** Sid Ailes, Atkins (Lead) – **Sidney.Ailes@AtkinsGlobalNS.com.**
   i. Status: White Paper In Development/Draft (WPID). Team Lead Needs to find someone in group to work on White Paper.
   ii. Sid was not at the meeting. Neither were any of the team members from this group. Teri Vincent of Y-12/Pantex, asked if anyone has heard from Sid, haven't seen him at recent meetings. Carol Olijar of ANL, responded that Sid communicated with her on 1/11/23 that he is really busy right now, and would welcome someone else on the team writing the white paper. Sid was going to send out email to this team to see if anyone would volunteer to do so.
2. **SQA Benchmarking and Surveys,** Teri Vincent, CNS (Lead) – **teri.vincent@pxy12.doe.gov.**
   i. Status: In Process (IP).
   ii. Teri noted, not doing much on this group at this time, bring back group to work on. Plan to do benchmarking with other groups for surveys. Discuss with group.
3. **Cloud-based Hosting Software,** Orlando Ferrer (Lead) – **orlandoaferrer@rl.gov.**
   i. Status: WPID.
   ii. Orlando was not at the meeting. Neither were any of the team members from this group.
4. **SQA/Cyber Security Integration,** Greg Pope, LLNL (Lead) – **pope12@llnl.gov.**
   i. Status: IP. Group Formed 10/19/22.
   ii. Greg was not at the meeting.
   iii. Teri reached out to Cyber EFCOG contact Bridget regarding this topic. Teri would like to set up meeting with Bridget, Teri, and Greg for integrated discussion of this task group and her group.
5. **Internet of Things**, Lead Needed.
   i. Status: On-hold.
   ii. Gladys Udenta from NNSA, who is on this team, and at meeting, responded that she has not caught up with Greg Pope (other team member) regarding the group, and had no status at this time to report.

6. **Procurement Documentation for Software,** Lead Needed.
    i. Status: New.
    ii. Cristy mentioned a problem with procured software for non-destructive analysis system LCAT with company, that built software for, and 6 months into the process it was shut down to being hacked. The vendor company didn't notify Cristy's organization of this hacking. DOE had to let Cristy's org know about not using the software anymore due to this hacking. Need to put in software contract – that vendor needs to let purchaser know of everything – defects, hacking, etc. Can put in Statement Of Work (SOW) procurement document. Maintenance work package.
    iii. Cristy recommends people in this group attend the Procurement Lunch and Learn monthly meetings that the email notice was sent out to this group, this week.
7. **SQA and Suspect / Counterfeit Items (S/CI),** Lead Needed.
    i. Status: New.
    ii. Cristy noted that John Hendricks has done a few presentations to this group on the topic of SQA and S/CI.

C. **Spring Meeting:**
1. First week of May. Virtual. Same format as for Fall 2022 meeting, Monday full group session, Tuesday combined, Wednesday/Thursday just SQA group. Please send suggestions to Teri, Cristy, or Carol.
2. What would you like to discuss?
    i. Juanita McKinney of BNL suggested a group discussion on the Design Authority. What sites are using this role for – is it only used for nuclear or also radiological facilities. Panel discussion. Christian Palay of DOE asked what is the source of this suggestion. Juanita responded per 10 CFR830 Subpart B, DOE O 413.1B, 420.2D.
    ii. Graded Approach.
3. Integration with Cyber.
    i. Teri noted she will try to get Cyber working group, session with them.
    ii. Tom Bundy of ORNL requested in chat: Continue discussion about integration of cyber.
    iii.
4. Hot topics?
    i. Pat Auer of LLNL suggested IEEE and NQA-1 for Safety Software, and IEEE for non-Safety Software.
5. SQA ideas
    i. Toolbox Update by Chris Beaman.
6. New things in the Software Quality World
7. Enterprise Assessment (EA) SQA Update.
    i. It was mentioned that in March the assessment schedule for Phase 2 2023 should be coming out.
    ii. Donna Riggs of Riggs Consulting noted dates have been penciled in. Schedule should be done soon. Putting teams together. Field note should be out at around the end of February.
    iii. Yevonne Deaton of DOE noted, that the Field Note document usually is internal to EA, usually not shared. They may share the SQA Plan and CRAD to be used for Phase II 2023 of the assessment.
8. Teri noted that she used the Commercial Grade Dedication (CGD) White Paper at her site. She found it provided a smooth process She had a good experience with using the White Paper. Pat noted that it is particularly good for software used for Technical Safety Requirements (TSRs). For example there was a weather website that had been written into a TSR. Directed by DOE to put into TSR, so needed to qualify.

D. **Potential Topics to Discuss**
1. Software Engineering Body of Knowledge (SWEBOK) Rev 4

        i. Cristy suggested SWEBOK presentation by gentlemen from IEEE. He is from Japan. He would need a very early timeslot because of the big time zone difference from Japan to EST.

E. **Announcements, Updates, and Dates to Remember:**

F. **Future Site Presentations:**

G. **Next Steps:**

H. **Dates to Remember:**

I. **EFCOG SQA CoP Web Site:**

1. Carol noted, the EFCOG SQA CoP Website was recently updated to include all White Papers from our group. Other updates made by the EFCOG website administrator including changing all EFCOG groups to Community of Practice (CoP) groups.

J. **Create your BOX account:**

K. **Accessing EFCOG SQA Website, Box, and DOE OrgEx Forums:**

L. **Attendance:**

If anyone attended this meeting but does not see their name on the list on next page, please contact:

Co-Chair:	Cristy Renner (cristy.renner@ports.pppo.gov)
Co-Chair:	Teri Vincent (teri.vincent@cns.doe.gov)
Secretary:	Carol Olijar (cschultz@anl.gov)
Meeting Coordinator:	open

32 **Attendees for 2/15/23**:

1. Michele ???
2. T1b ???
3. Call-in User_4 ???
4. Bryan Coonfield
5. Carol Olijar
6. Cathy Toth
7. Chris Hall
8. Christian Palay
9. Corwin Jones
10. Cristy Renner
11. Dave Thoman
12. David Bright
13. Donald McKinstry
14. Donna Riggs
15. Evgueni Chnyrenkov
16. Faith Girolamo
17. Gladys Udenta
18. Gregory Baker
19. Juanita McKinney
20. Justin Suder
21. Laura Cook
22. Leo Gillen
23. Mary Curtis
24. Miljana Smith
25. Molly Miller
26. Nathaniel Hein
27. Patrick Auer
28. Taylor Patterson
29. Teri Vincent
30. Todd Billings
31. Tom Bundy
32. Yevonne Deaton

M. Chat:

1. from Palay, Christian to everyone: 3:05 PM
   FCC? or FAA?
2. from David Bright to everyone: 3:15 PM
   Trust the plane over my own driving to be honest
3. from Donald McKinstry to everyone: 3:19 PM
   My experience in other industries has been, testing and verification is driven by monetary risk.
4. from Leo Gillen to everyone: 3:19 PM
   I'm here. You're doing good.
5. from Donald McKinstry to everyone: 3:22 PM
   Yes, I had a Pinto at one time. Many auto organizations build in this risk. Pay the lawsuit instead of build it right the first time.
6. from Cathy Toth to everyone: 3:22 PM
   Hi, This is Cathy from Acato. This if my first meeting, glad to be here! We are actively hiring and find very little training for testing. Would there be any interest in developing a curriculum?
7. from Donna Riggs to everyone: 3:22 PM
   I had a red/white/and blue Pinto in 1976
8. from Teri Vincent to everyone: 3:26 PM
   welcome Cathy!
9. from Donna Riggs to everyone: 3:37 PM
   This will be virtual again, right?
10. from Donna Riggs to everyone: 3:39 PM
    Given the recent email traffic we should discuss grading approaches
11. from Tom Bundy to everyone: 3:40 PM
    Continue discussion about integration of cyber.
12. from Yevonne Deaton to everyone: 3:41 PM
    the plan for phase 2 has been sent out
13. from Patrick Auer to everyone: 3:41 PM
    Might want to get an update on the Central Registry Tool box project.
14. from Palay, Christian to everyone: 3:45 PM
    kinda of a good idea for a design authority for non-nuclear but radiological safety related software? just asking for a friend
15. from Cathy to everyone: 4:01 PM
    Thank you!