<u>ORGANIZATIONAL MEETING</u>
New England Datacad User Group

Charrette's Woburn Store
31 Olympia Avenue
Woburn, Massachusetts   5:30
Wednesday, December 2, at 6:30 PM.
Light Refreshments provided by Charrette

1. <u>Purpose</u>
   Sharing common resources and the diverse experience of the group.
   Providing suggestions for enhancements of the program.
   Providing a network and a library for use by members.

2. <u>Ideas for the structure of the group.</u>
   Co-host Program- Possiblility of a revolving co-host system for the
   meetings. One host could have the meeting at their office, providing a
   computer for use by the group and the the other host could assist with
   refreshments and organization. The hosts would be responsible for
   notification, agenda and other organizational matters for that month.
   The hosts could overlap to provide continuity. One of the hosts could
   show how they used DataCad for a project or describe some aspect of
   the program. The presentation could be brief, allowing time for the
   rest of the meeting, user seminars, etc. Charrette has indicated
   willingness to have the meeting at Woburn if any co-host would prefer
   this to their office.

   At this meeting we would like to arrange for co-host volunteers
   throughout the year, so please think about this arrangement and being
   a co-host.
   Providing this arrangement is acceptable, Evan and I have volunteered
   for the first two meetings.

4. <u>Network</u>
   We would like to develop a system of sharing expertise or knowledge
   about the various commands and functions of the program. Every member
   of this group could select a particular area in which to become
   "expert". Over a period of time each person would then become a
   resource to the others for information or techniques in that
   particular area. Since this is a network, those who choose to join
   have the advantage of being able to talk with an "expert" in another
   portion of the program.
   This system will be based upon Network Index Cards which participants
   complete. The cards will then be zeroxed and distributed to each
   person who has joined the network. The cards will also provide the
   User Group with information about the interests and use of Datacad
   within its membership. Enclosed is a Network Index Card. We suggest
   you complete it before bringing it to the meeting.

5. Library

The Library will be a way of sharing work that can be used by many people. We need to develop a fair way to share this information. The Library is a group similar to the Network, but instead of providing access to some expertise, members of this group provide and have access to actual templates, linetypes and other preprogrammed media. To participate in this group, one will first add to the library by providing acceptable preprogrammed media and supporting documentation of templates, linetypes, keyboard macros, and Dcal.

We will ask for at least three volunteers for a sub-committees to develop guidelines policies and media standards for the library. The library will establish a means for storing and distributing the media to those who join this group. we also need to develop a policy with regard to template exchange. A few of the issues that we offer as topics for discussion:

A means of keeping the library up to date, with an active membership. Templates and other programs improve over time because of use and modification. The library should provide for this type of change and actively promote updating of its files by the originators of the particular program or media (or others with improvements).

How to encourage rewritten and improved versions of previous templates and preprogrammed media on a yearly basis.

How can the burden of distribution of the media be reduced. If access to the library is on a restricted basis for members (ie: one template for one template) then will distribution be more difficult and will members tend to setup their own sub-libraries, sharing templates from the main library?

What media should be used, how should it be distributed?
How does one know what is available?
How does one make sure that the information is of a consistent quality or should we even try to maintain any standards?
Who should be responsible for the considerable work and effort involved in setting up such a library? How is it made worthwhile to those people?

The the library is a resource for many, it has access to the interest and information of the members, and each member thus benefits. How can this relationship be preserved so that the information in the library (for the benefit of each of the members) is not lost by members copying to non-members who have not contributed information, or by outdating of the information.

6. Seminar
    At the next meeting at Charrette we will have a review of Version 3.5
    and DC Modeler, its features and a brief demonstration of its
    capabilities.

    These seminars would occur during the regular meetings. It would be a
    period when someone would describe or show on the computer the use of
    a particular feature of Datacad, or describes the particular
    implementation, technique, organization and use of Dcad in an office.

7. Discussion
    Conversion to DataCAD 3.5? Perhaps we should talk about this ticklish
    and lengthy process - The gateway to new 3d vistas! Do not forget to
    backup all of your files, including templates and symbols! The
    conversion process changes your templates and your drawing files. If
    there is any glich or if your original templates have some anomoly you
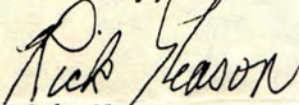   could loose the file, so BACKUP everything!

    Do Convert Template —one at a time

8. Gremlins and Grinches
    Bring the problems that you would like to solve; and how you solved it
    (or didn't solve it.)

We look forward to seeing you and anyone else using DataCad at the
Organizational Meeting. Light refreshments will be served, so please let
Evan or me know if you plan to attend.

    Charrette's Woburn Store
    31 Olympia Avenue
    Woburn, Massachusetts
    Wednesday, December 2, at 6:30 PM.

Sincerely,

Rick Gleason

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