

# Bottom Line

- Managing Meeting Minutes and Tracking Action Items is not rocket science, but it is a pain.
  - Writing them
  - Distributing them
  - Reviewing open Action Items
  - Reviewing prior minutes
  - Tracking new Action Items
- The Cockpit provides an integrated and easy facility for handling them.
  - While managing requirements, why not also manage the issues and actions items that relate to them.
  - In the end, you can get your minutes out 10 minutes after the meeting--instead of 10 minutes before the next.



# One Click Access to Meeting Information

The screenshot shows a web browser window displaying the 'Cognition Cockpit' interface. The main content area is titled 'Core Team 07-01-09' and features a 'MEETING -- Core Team 07-01-09 --' section. Below this, there is a 'GENERAL INFORMATION' table and an 'AGENDA' table.

GENERAL INFORMATION			
Meeting Title:	Core Team 07-01-09	Meeting Date:	7/1/2009
Product Line:	CateSystem	Start Time:	9:00 AM
Called By:	Mitch Hayes	End Time:	11:00 AM
Attendees:	Hal Barman, David Cronin, Pradeep Nady		
Additional Info:	Conference room A Dial In number: 781-987-4735 code: 8878 Snacks will be served.		

AGENDA						
Item	Start Time	End Time	Description	Chaired By	Status	
✓ 1.	9:00 AM	9:30 AM	Review previous minutes	Mitch Hayes	Completed	----
✓ 2.	9:30 AM	9:45 AM	Systems Engineering Update	Hal Barman	Completed	----
3.	9:45 AM	10:00 AM	Marketing Update	Mitch Hayes	Started	----
NEW 4.	10:00 AM	10:30 AM	Quality Update	Pradeep Nady	New	----
NEW 5.	10:30 AM	11:00 AM	W&V Update	David Cronin	Not Started	----

Create as many meetings as you like and organize them in groups and subgroups

Prepare the agenda as you like and email the attendees.



# Cockpit never Forgets

Cognition Cockpit - Windows Internet Explorer  
http://localhost:8080/cockpit/fin.asp

Cognition Cockpit  
Hotel Automated Parking System  
Draft Version (Latest)

Main Menu  
Inputs and Voices | Requirements | Risks and Failure Modes | MSV/Teas

Hotel Automated Parking System  
Milestones  
Meetings  
Project Team  
Project Documents  
Requirements  
Customer Input Collection  
Voice of the Customer  
System Descriptions and Data Flow  
System Requirements / A Space  
QFD and Competitive Assessment

Google  
Cockpit™ Web Scholar Books Patents News Images Finance YouTube  
salary Google Search

Search for 'salary' in ""  
Results 1 - 1 of about 1. (0.045 seconds)  
Back Show in Side Window

Another Meeting  
... Item, Start Time, End Time, Description, Chaired By, Status, v. 1. Salary review,  
Not Started, ... 1. Salary review We decided to triple all wages :). ACTIONS: Not ...  
Viper GPCR - Crawled: -20k - Preview Where-used Similar Graphical

Powered by Cognition Cockpit™ and Google™

## Another Meeting

[Home](#) [Minutes](#) [Action Items](#) [Notebook](#) [Attachments](#) [Research](#)

Meeting Title:	Another Meeting
Product Line:	Product here...
Called By:	Mitch Hayes
Attendees:	Name(s) here...
Additional Info:	Description here...

Item	Start Time	End Time	
<b>NEW</b> 1.	...	...	Salary review

Use our embedded Google™ search to retrieve any of it, anytime. Want to find the Meeting Minutes where someone talked about “salary?” Go for it.

# Action Items and Issue Tracking

The screenshot shows a web browser window titled 'Cognition Cockpit - Windows Internet Explorer' with the URL 'http://sedona.cogcorp.com/cc50/Run.ase'. The application header includes 'Cognition Cockpit' and 'Hotel Automated Parking System Draft Version (Latest)'. A navigation menu on the left lists various meeting categories like 'Milestones', 'Meetings', 'Core Team Meetings', 'Marketing Meetings', 'Weekly Reviews', 'Monthly Strategy Meetings', 'Vendor Meetings', and 'Gate Review Meetings'. The main content area is titled 'Core Team 07-01-09' and contains two tables of action items.

**MEETING ACTION ITEMS -- Core Team 07-01-09 --**

NEW ACTION ITEMS - FROM THIS MEETING

No.	Description	Responsibility	Due Date	Progress	Status
<a href="#">NEW A79</a>	Check with Vendor on Availability	Mitch Hayes	09/28/09	9/28: Hayes - Created. 9/28: Hayes - assigned to Mitch Hayes	New
<a href="#">NEW A80</a>	Update the development site	Pradeep Mady	09/30/09	9/28: Hayes - Created. 9/28: Hayes - assigned to Pradeep Mady	New
<a href="#">NEW A81</a>	Talk to John about diagram B	Hal Berman	09/01/09	9/28: Hayes - Created. 9/28: Hayes - assigned to Hal Berman	New

Enter new item here...

**OPEN ACTION ITEMS - FROM PREVIOUS MEETINGS**

No.	Description	Responsibility	Due Date	Progress	Status
<input checked="" type="checkbox"/> <a href="#">A82</a>	Talk with Regulatory on use of materials.	Pradeep Mady	09/28/09	9/28: Pradeep - Created. 9/28: Pradeep - assigned to Pradeep Mady 9/28: Pradeep - changed status to Accepted  9/28: Pradeep - Looks like we are good to go. The guys said it is within code to do such things and we should site past projects as evidence.  9/28: Pradeep - changed status to Completed	Completed
<input type="checkbox"/> <a href="#">A83</a>	Run the lab tests again	Hal Berman	09/28/09	9/28: Hayes - Created. 9/28: Hayes - assigned to Hal Berman 9/29: Berman - changed status to Accepted  9/30: Berman - changed status to Started  9/30: Berman - Still working on it, but it is slow	Started
<input type="checkbox"/> <a href="#">A84</a>	Remove all instances of Branding	David Cronin	09/28/09	9/28: Cronin - Created. 9/28: Cronin - assigned to David Cronin 9/28: Cronin - changed status to Accepted	Accepted

Easily review Action Items from this and past meetings.

# Action Items and Issue Tracking

**Group Action Items to make it easier to talk about the ones that are most critical.**

**MEETING ACTION ITEMS -- Core Team 07-01-09 --**

NEW ACTION ITEMS - FROM THIS MEETING

No.	Description	Responsibility	Due Date	Progress	Status
<a href="#">NEW A79</a>	Check with Vendor on Availability	Mitch Hayes	09/28/09	9/28: Hayes - Created. 9/28: Hayes - assigned to Mitch Hayes	New
<a href="#">NEW A80</a>	Update the development site	Pradeep Mady	09/30/09	9/28: Hayes - Created. 9/28: Hayes - assigned to Pradeep Mady	New
<a href="#">NEW A81</a>	Talk to John about diagram B	Hal Berman	09/01/09	9/28: Hayes - Created. 9/28: Hayes - assigned to Hal Berman	New

Enter new item here...

OPEN ACTION ITEMS - FROM PREVIOUS MEETINGS

No.	Description	Responsibility	Due Date	Progress	Status
Priority of 'High'			2 items	67%	
Priority of 'Medium'			1 items	33%	
<a href="#">A84</a>	Remove all instances of Branding	David Cronin	09/28/09	9/28: Cronin - Created. 9/28: Cronin - assigned to David Cronin 9/28: Cronin - changed status to Accepted	Accepted

# Exporting Minutes to MS Word

The screenshot shows a web browser window displaying the 'Cognition Cockpit' interface for the 'Hotel Automated Parking System'. A Microsoft Word window is open over the browser, showing a document titled 'Export.doc - Microsoft Word'. The document content is as follows:

**MEETING MINUTES**  
-- Core Team 07-01-09 --

GENERAL INFORMATION			
Meeting Title:	Core Team 07-01-09	Meeting Date:	7/1/2009
Product Line:	AutoSystem	Start Time:	9:00 AM
Called By:	Mich Hayes	End Time:	11:00 AM
Attendees:	Hal Berman, David Green, Frances Mady		
Additional Info:	Conference room A, Dialin number: 707-607-4736 code: 0070, Resistor 3 be stored.		

AGENDA						
Item	Start Time	End Time	Description	Chaired By	Status	
1.	9:00 AM	9:30 AM	Review previous minutes	Mich Hayes	Completed	
2.	9:30 AM	9:45 AM	System log meeting Update	Hal Berman	Completed	
3.	9:45 AM	10:00 AM	Marketing Update	Mich Hayes	Stalled	
4.	10:00 AM	10:30 AM	Quality Update	Frances Mady	New	
5.	10:30 AM	11:00 AM	VM Update	David Green	Not Started	

MINUTES			Chaired By
Item	Agenda/Description		Mich Hayes
1.	Review previous minutes		Completed
	<ul style="list-style-type: none"><li>Lower power data rate email, connected and saving all.</li><li>See also on the main page, can be stored on the server.</li><li>Make sure you are on the page for the time.</li><li>See also on the main page.</li><li>Not too long on the page.</li></ul>		
	<ul style="list-style-type: none"><li>Not a impact of the report, you can't see the data on the screen.</li><li>See also on the main page, can be stored on the server.</li></ul>		
	<ul style="list-style-type: none"><li>Not a impact of the report, you can't see the data on the screen.</li></ul>		

ACTIONS			
A29	Check with Vendor on Resistor 3	Mich Hayes	06/26/09
A30	Update the System parameters	Frances Mady	06/26/09

One click gets your minutes exported to MS Word, so you can send them out or file them as needed.

# Keeping Track of Progress

The screenshot shows a web browser window displaying the 'Cognition Cockpit' interface for the 'Hotel Automated Parking System'. The user is logged in as 'Hayes, Mitch'. The main content area displays a table of 'ACTION ITEMS' with columns for No., Description, Responsibility, Due Date, Progress, and Status. A yellow callout box points to the 'Project Team' list in the left sidebar, highlighting 'Hayes, Mitch'.

No.	Description	Responsibility	Due Date	Progress	Status
✓ A10	Cronin and Mitch to Convert the Hazard Analysis content to new template	Mitch Hayes	07/29/09	7/29: Mady - Created. 7/29: Mady - assigned to Mitch Hayes 7/29: Mady - changed status to Started 8/13: Mady - changed status to Completed	Completed
⚙ A33	Prepare parking test data.	Mitch Hayes	08/10/09	8/10: Mady - Created. 8/10: Mady - assigned to Mitch Hayes 9/28: Hayes - changed status to Clarify	Clarify
✗ A38	Check on failure of tensile test.	Mitch Hayes	08/11/09	8/11: Mady - assigned to Mitch Hayes 9/28: Hayes - changed status to Rejected	Rejected
✓ A51	Write up minutes from last week.	Mitch Hayes	08/13/09	8/13: Hayes - Created. 8/13: Hayes - changed status to Accepted 8/13: Hayes - assigned to Mitch Hayes 8/13: Hayes - changed status to Completed	Completed
NEW A79	Check with Vendor on Availability	Mitch Hayes	09/28/09	9/28: Hayes - Created. 9/28: Hayes - assigned to Mitch Hayes	New

On a person by person basis, it is easy for team members to give an update on how things are progressing.

# Supporting your Product Development Process

**Cognition Cockpit**  
Hotel Automated Parking System  
Draft Version (Latest)

Inputs and Voices | Requirements | Risks and Failure Modes | V&V Tests

**Project Manager**

Name: Project Manager  
Status: Not Started  
Owner: Mitch Hayes

Meetings

Name	Called by	Where	When	Status
Core Team 10/15/09	Name(s) here...	Location here...	date	Not Started

Deliverables/Tasks

No.	Description	Responsibility	Due Date	Progress	Status
NEW A85	Detailed Specification Document	Person...	09/28/09	9/28: Hayes - Created.	New
NEW A86	DFMEA for Gate	Person...	09/28/09	9/28: Hayes - Created.	New
		Person...	09/28/09	9/28: Hayes - Created.	New

Capturing your PDP Steps is another way of managing your project execution, including milestones, deliverables, entry/exit questions, etc.

# Cockpit - a unified model for product development

In the end...

**Functions cannot be isolated;  
department tools cannot be isolated;  
and your requirements cannot be isolated.**

**The Cockpit is the one system that  
brings them all together—satisfying the needs of  
your hardware, software and process development groups.**

Need	Cockpit
VOC Management	X
Requirements Management	X
Test Management (V&V)	X
Critical Parameter Mgt	X
Risk Management	X

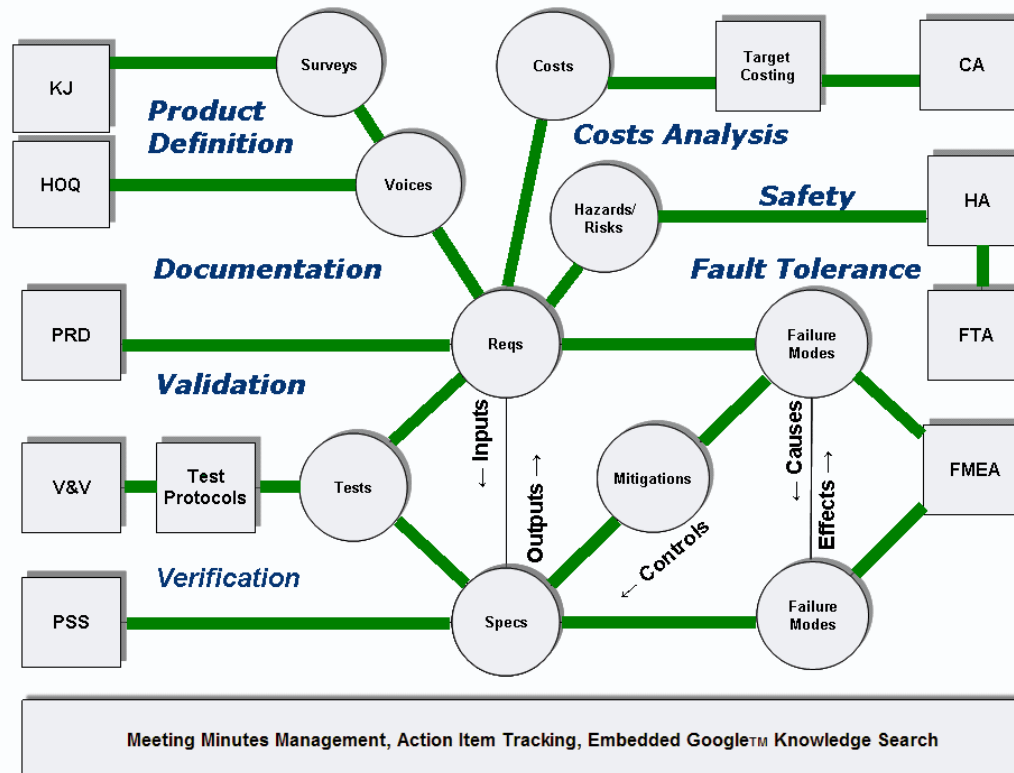
Where, ease of use and ease of deployment are key:

- One environment
- One database
- One interface
- One price
- One installation
- One partner

# Our conclusion

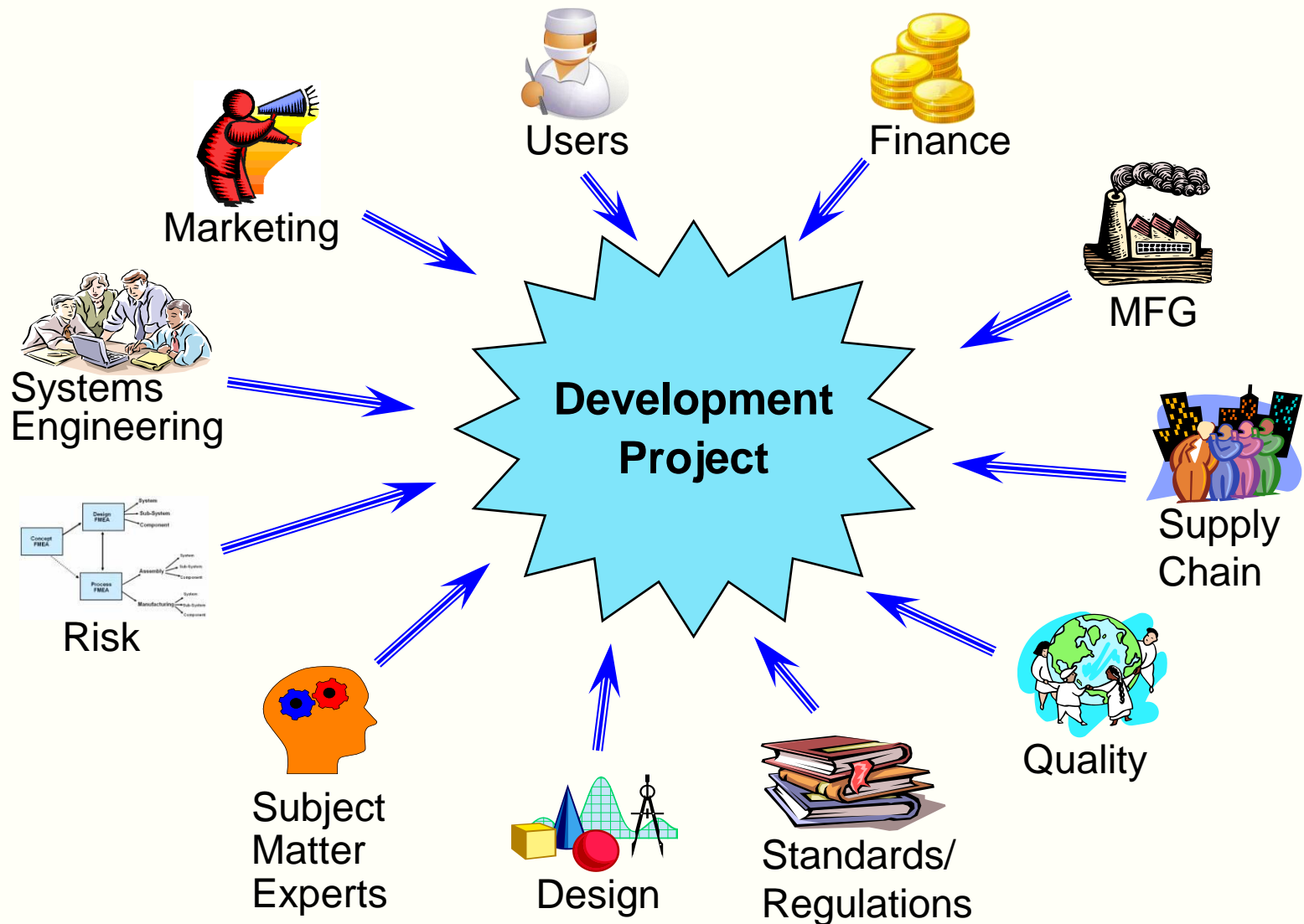
- Companies need a Single Unified Model that handles all of it – a system for capturing, tracing, and managing all the product development data of their world.

## Single Unified Model



Where the “lines” are even more important than the “circles.”

# Cockpit - a unified model for product development



# Cockpit - a unified model for product development

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- With the Unified Model, where:
  - Everything is connected
  - Everything is templated
  - Everything is indexed



- We address:

**RIGHT PRODUCT**

**COMPLIANCE**

**TIME TO MARKET**

**QUALITY/PERFORMANCE**

# The Cockpit is the go-to place for product development

The image displays four overlapping screenshots of web browsers, each showing a different user interface for the Global PDP Framework. The top-left screenshot shows the 'Six Sigma Cockpit' interface with a 'Raytheon' logo and the text 'Integrated Air and Missile Defense of Taiwan'. The top-right screenshot shows the 'Technical Scorecard Metrics System' interface with a 'COGNITION CORPORATION' logo. The bottom-left screenshot shows the 'Global PDP Framework' interface with a 'MOTOROLA' logo and the text 'Welcome to Cognition's Product Development Process Enabler'. The bottom-right screenshot shows the 'Global PDP Framework' interface with a 'BD' logo and the text 'Welcome to Cognition's Product Development Process Enabler'. All interfaces feature a login form with fields for 'Name' and 'Password', and 'Submit' and 'Reset' buttons. A yellow banner at the bottom of the screenshots contains the text 'A major competitive advantage.'

**A major competitive advantage.**

# Cockpit - a unified model for product development

Start with a pilot.

Your users will embrace it like nothing you've seen before.



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