

Q
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A proposal on "How to avoid miscommunication "

11 Aug.2015 H.Abe

1 Situation

- 1 Regarding SMiRT25 proposing, there was miscommunication between I and Board on a Aug.2013 in SF(SMiRT22) and b Nov.2014 at Manchester.
I strongly recognize importance of official record namely " Minutes of Board ".
- 2 To talk with Ostadan san, I needed minutes of these two boards.
- 3 I found minute for b but unfortunately could not find minute for a in my mail receiving folder, probably due to my organization change at Mar.2014.
- 4 Minute for b is sent for comment at Mar.2015, 4 months after the Board and it was only two lines on the matter.
- 5 I go to IASMiRT Web site for seeking " Minute archives" but there is not such archives.

2 Proposal

- 1 I hear Ostadan san that " Minute archives" exists and now open to only Board members.
May I propose that " Minute archives" is to be open more widely ?
 - ✓ It is very important tool not only for confirming miscommunication exist or not by each other but for relating party to know the situation.
 - ✓ Open to the public, for example in Web site, may be perfect for the purpose but there should be some controlling matter.
 - ✓ So, at least the archives is to be open to Board and Advisory Board members. *accepted*
- 2 Commenting on the draft minutes is good and almost only one way to avoid miscommunication each other effectively.
 - ✓ Draft minutes is hoped to be sent at the latest in one month.
The more later, the dimmer memory and in the worst case, results in forgetting review action itself due to daily many jobs. *accepted*
 - ✓ Draft minutes is hoped to be more detail, for avoiding miscommunication effectively through review action.