

# TRM STEERING COMMITTEE – MANITOBA AEROSPACE

## Minutes

Date: Wednesday, Oct 26, 2013  
Time: 2:30 pm to 4:30 pm  
Location: MAHRC Boardroom - 1000 Waverly Street

### 1. Call to Order

Meeting introductory remarks were made by the Chair.

### 2. Review of Draft TRM

A suggestion was made to include a single page Quad chart for each TAWG report as part of the main body of the report. While this would add 24 pages to the report, it would allow important information from the TAWG reports to be presented succinctly, with the full reports being available as an appendix. It was agreed to create the quad charts as TAWG summaries as they could have multiple uses. Placement within the report to be determined.

A “Next Steps” section in the report would move to implementation before the report has been accepted/endorsed by industry. The Chair recommended that we include a recommendations/conclusions section. This would conclude the research work and allow us to move on to seek adoption, endorsement, and then move us into implementation. The recommendations section could include the elements currently in the implementation section of the draft.

In a “sore thumbing” review, are the key topics, technologies and issues captured? Based on current discussions on new test cells for MB it was suggested that this topic be identifiable in the report.

**ACTION: SC Co-Chair and Secretariat are to work with Chair to revise report format to include recommendations and conclusions.**

### 3. Review of Thrust Reports

It was agreed to create Quad chart summaries for each TAWG Report, to bundle the actual reports as an appendix, and to not distribute the TAWG reports until final editing had been completed.

**ACTION: SC Secretariat to request Quad chart summaries from each of the TAWG Chairs. Deputy Chairs to assist.**

**4. Communications Plan**

SC Secretariat presented a draft plan for communicating the work and results of the TRM project.

It was agreed that we should be looking for opportunities to present the work being done. It was also noted that there is interest beyond MB on our TRM project, and that the TRM work has already been included in presentations to Bombardier, Industry Canada, and the engine OEMS (General Electric, Rolls Royce and Pratt & Whitney Canada).

**5. Next Steps**

SC Co-Chair and Secretariat to work with Chair on creating next draft, to include a recommendations and conclusion section.

Steering Committee to identify process for adoption and endorsement by industry, followed by move into implementation stage

**6. Adjourned 4:10 pm.**

Next Mtg at the call of the Chair.