

SECA WORKING GROUP CHARTER

WORKING GROUP NAME

User Interface Working Group

PRIMARY AREAS OF FOCUS

The User Interface Working Group will focus on all aspects of the user interface, unless it is specifically covered by another working group, ie. database. The working group will focus on, but not be limited to, such areas are one-line building and presentation, alarm and event processing, annunciation, and presentation, and various summary displays.

OBJECTIVES AND GOALS

The User Interface Working Group has three main objectives and goals.

- 1) To work with Siemens to resolve issues in the current user interface products.
- 2) To recommend enhancements to the current user interface products.
- 3) To provide input and guidance to Siemens for development of new user interface products.

MEETING FREQUENCY AND DURATION

The User Interface Working Group will normally meet for two hours twice a year at the Spring and Fall Seca meetings. The meeting time may need to be adjusted depending on the agenda. Additional interim meetings may be held as necessary to achieve the goals of the group.

COMMON WORKING GROUP MATERIALS

This Working Group will produce the following materials pursuant to the SECA Working Group Policy.

- Working Group Charter – The working group charter will be approved by the Working Group and reviewed yearly at the Fall meeting to ensure validity. During this review, the necessity for continuing the group will be reviewed. The Working Group charter shall be posted in the User Interface section of the Teamroom.
- Working Group One Year Work Plan – This plan will be created each year at the Spring meeting. The One Year Plan will identify specific goals the Group plans to accomplish during the next year. The One Year Work Plan shall be posted in the User Interface section of the Teamroom.
- Meeting Agendas – Meeting agendas will be created and submitted to the Vice President of the SECA Board of Directors 30 days prior to normal meetings. In the case where special meetings are called, the agenda should be submitted as soon as practical before the meeting. The Working Group agendas shall be posted in the User Interface section of the Teamroom.
- Meeting Minutes – Meeting minutes will be kept of each meeting and submitted to the Vice-President of the SECA Board of Directors no later than 30 days after the meeting. The Working Group meeting minutes shall be posted in the User Interface section of the Teamroom.
- Issues and Enhancements List – The Issues and Enhancement list shall be maintained by the User Interface Working Group chairperson. At least 30 days prior to each regularly

scheduled meeting, Siemens will review the list and provide responses to the items on the list. The issues and enhancements list should be reviewed at each meeting and changes, corrections, and additions made. The Issues and Enhancements list shall be posted in the User Interface section of the Teamroom.

OTHER WORKING GROUP MATERIALS

Other User Interface Working Group materials may be produced as needed. If possible, presentations made during the User Interface Working Group meetings shall be posted to the Teamroom.