**25 June, 2003**

# HTASC Subgroup on Computer Supported Meeting Management (CSMM)

# Mandate

The HTASC CSMM Subgroup should advise HTASC and HEPCCC on current and future needs for CSMM within the HEP community. “CSMM” in this context refers to all means used to enhance traditional meeting experience with digital technologies, notably scheduling, video conferencing video streaming and document sharing.
For this purpose, the current situation with respect to available technologies and trends in this area as well as usage profiles should be reviewed. As a first step the specific topic of videoconferencing should be addressed. The group should

- Survey present practices within the HEP community
- Review available technologies and their use and applicability within HEP,
- Make recommendations concerning coordination between different laboratories and institutes,

The group should report back to HTASC and HEPCCC on the topic of videoconferencing within no more than one year and produce a written report.