

DMSWG May 14, 2008 Telephone Conference Summary (2:00-3:15 PM Eastern)

Participants: Kathy Knowlton, Geoff White, Scott Sauri

Subject: DMSWG Project 1 Update and Project 2 Early Planning

- Kathy Knowlton provided an update on project 1
 - Chad Hanson & Gregg Bray have made great progress on MDMS metadata entry for the South Atlantic / Gulf of Mexico region; Kathy Knowlton working with NC and SC
 - Vivian Matter submitted a template for the project 1 synopsis report to Kathy as draft
 - Scott Sauri contacted Michael Quach and Risa Oram regarding support for MDMS metadata entry for the remaining Hawaii programs
 - April 30th deadline for completion of MDMS metadata entry has passed - now aiming for May 30th
- Discussed general scope of project 2
 - Establish recommendations for basic data elements and standards for data that is relevant at a national level
 - We will review the data elements and standards for all the programs covered by project 1 and will make an initial determination as to which data elements and standards are relevant at the national level
 - Generate a requirements document for a system to house the data elements determined to be nationally relevant
 - The system will not necessarily accommodate all data collected by programs covered by project 1
 - Data elements and standards will not be limited to survey program data (e.g. tagging and logbook programs are relevant)
 - Sections of the requirements document will be dependent on outputs from work currently scheduled to be addressed in future projects
- Action items
 - Geoff White will review a couple of program records in the MDMS and put together a template for a report on data completeness
 - Scott will put together a document with more detailed plans on how to tackle the preliminary project 2 tasks
 - Kathy Knowlton will review Vivian Matter's project 1 synopsis report template
 - Scott Sauri will work with Risa Oram to complete MDMS metadata entry for the 2 remaining Hawaii programs
 - Scott Sauri will work with Lauren Dolinger Few to prioritize MDMS bug fix and enhancement requests and will submit a priority list to the DMSWG for review
 - Kathy Knowlton will email the DMSWG regarding follow-up call Thursday, May 29th at 2:00 pm (optional for everyone but Kathy, Geoff, Gregg and Scott)