

DMSWG October 5, 2007 Telephone & Web Conference Minutes (1PM Eastern)

Members in attendance: Bruce Joule, Carlos Rivero, Chad Hanson, Dennis O'Hern, Geoff White, Gregg Bray, Gretchen Jennings, Kathy Knowlton, Mike Quach, Patty Zielinski, Ricky Gease, Tina Chang, Vivian Matter; Scott Sauri with FIS office attended with Tina Chang.

Members not in attendance: Albert Jones, Fred Golofaro, Lauren Dolinger Few

- **Action Item: Next conference call planned for Monday, October 29th, 1PM Eastern**
- T. Chang introduced new NMFS staff member, S. Sauri. He has been hired as full time NMFS employee (not contractor), partly to help with MRIP, registry and DMSWG as time allows. **Action Item: WG membership: should S. Sauri be added? Should F. Golofaro be deleted since we have received no communication from his since his absence at workshop? DONE: NO, keep him in WG.**
- Chair reviewed issue of second original charge to WG and her conversation with R. Andrews and P. Pate. *“Submit a report to the OT that documents standardized field/interviewing protocols. The report shall also include protocols for sampler training, monitoring and evaluation.”* Though components of this will be included in Project #1's inventory of recreational data collection methodologies, the main emphasis from the WG since workshop has been data management and standardization components. Pate stated that those were initial suggestions for deliverables, however the direction since the workshop will be driven by the WG's and they can deviate as necessary. Plus, the interviewer protocols may change with Design Workgroup project plans, so this component is moving target anyway. A good start would be the inventory of present protocols, evaluation and QA/QC techniques to initiate discussions within a smaller project group.
- Chair recommended next conference call be dedicated to reviewing other 7 task outlines, with group members prepared to volunteer as project leaders, at least tentatively. The outlines need to be cleaned up and more details added if possible without major time commitment (more to objectives and activities sections, not necessarily resources section). Goal of this exercise would be for the group to review our other tasks now that we have focused on first two and completed those project plans. Project leaders may also serve as points of contact for other WG's as tasks overlap (e.g., Registry Team). We also need to review them with the first project plan in mind such that we coordinate what information is requested on the template. There may be components that can be added now as we request information from each of the regions that will be used later as we pursue other tasks (i.e., try to avoid repeatedly going to regions for information requests if better planning can eliminate).
- G. White reviewed draft for project #2 first since his time on conference call in front of computer was limited to the first hour. There was significant discussion on dates and proposed funding requests (e.g., similar contractual services for other IT projects as basis for our cost estimate). Issue of completion dates raise general question about scope of project – it limited to systems requirement documentation, NOT actually

building data portal, tables, etc. and starting to test – that would be part of future phases, if approved. **Action Item: Ask P. Pate/R. Andrews if there is expectation of producing more than documentation before Congressional deadline of Jan 1, 2009? DONE: R. Andrews stated general agreement that the timeline for developing this system is not tied to the congressional date, but the pace that the WG, contractor and hopefully assistance in the form of a project manager sets. Having the documentation and plan set is a substantial step toward the new system requested for deadline. If any work to start implementing it prior to that deadline can occur, that is even better, but not necessarily a requirement.**

- V. Matter reviewed draft for project #1. There was substantial discussion on assessing contract amounts for Gulf and Pacific Islands regions.
- **Action item: V. Matter and G. White will update and email project drafts and request final suggested edits and/or comments sent to individual project leaders by COB Thursday, October 11th. Preferred method for project leaders receiving edits/comments is the Word reviewing tool. Final project plans due to OT Monday, October 15th. DONE**