

Operations Team Meeting Summary May 8, 2007

The call convened at 2:30 PM ET. The following members were present: Rob Andrews, Dave Donaldson, Jason Didden, Dick Brame, Graciela Garcia-Moliner, Megan Caldwell, Bob Clark, Richard Cody, Guillermo Diaz, Gary Shepherd, Cindy Thomson, Mike Armstrong.

The Marine Recreational Improvement Program, Operations Team convened via conference call on May 8, 2007. The objectives of the meeting were to review the draft work plan, discuss work group membership and discuss next steps.

Discussion of Draft Work Plan

A draft work plan to address the prioritized list of recommendations was distributed to the group on 5/4/2007. The plan identified 5 work groups, and the recommendations and tasks were distributed among the groups based upon the anticipated skills and knowledge needed to address the recommendations. The following work groups were identified: Analysis Work Group, Design Work Group, Data Management (and standards) Work Group, For Hire Work Group, and HMS Work Group. During the call, a suggestion was made to create an independent group to address issues associated with discarded catch (currently included in Design Group). After some discussion, it was decided that the current convention of maintaining relatively few, somewhat generalized groups was preferable to creating more specialized groups. However, work groups will be provided the flexibility to create sub groups as needed to address regional or specialized issues. The Operations Team will provide each of the work groups with a series of tasks, and the work groups will be responsible for developing project plans to address each of the tasks. It was suggested that the template project plan developed for FIS be used as a starting point for developing a template for this effort.

Discussion of Work Group Membership

The team agreed that work groups should initially consist of 12-15 members and that membership should be regionally representative. It was suggested that the magnitude of the work will impact the size of the groups, and it was agreed that the groups should have the flexibility to expand beyond 15 members if necessary. Rather than try to populate the work groups during the call, a suggestion was made that OT members independently submit names via email. A team member agreed to compile the suggestions and distribute the consolidated document to the team. The team identified the following areas of expertise for the groups (This list of qualifications is not exhaustive):

Analysis Group: Statistics, survey design, familiarity with existing programs,

Design Group: Survey design, statistics, experience with existing programs (sense of what is possible/practical),

Data Management Group: Database management, experience with current programs,

For-Hire: Involvement in developing current programs, state agency representation,

HMS: Original HMS design team, regional representatives.

In addition, it was agreed that the recreational fishing industry should be represented on each of the groups.

Discussion of Next Steps

R. Andrews agreed to develop a work breakdown structure of the work group tasks and begin the process of identifying completion dates for the tasks. The team will reconvene via conference call on Monday, May 14 to review the WBS, further discuss work group membership and discuss remaining issues that need to be addressed prior to finalizing the work plan.

Being no other business, the meeting adjourned at 4:15 ET.

Action Items

1. OT members will submit recommendations for work group membership to R. Cody (COB 5/10).
2. R. Cody will consolidate membership recommendations and distribute to the team (COB, 5/11) **sent 5/11**.
3. R Andrews will develop a work breakdown structure of the work group tasks and submit to the team (COB, 5/9) – **sent 5/10**.
4. R Andrews will distribute the template project plan that was developed for FIS – **sent 5/9**.