

ITAC Conference Call
August 27, 2014

Attendance:

Michael Lewis
Terri Moore
Bob Avery
Gary Krammes
Scott Gain
Kate Flynn
Kris Lund
Marijke van Heeswijk
John Bumgarner
Gary Cottrell
Joe Nielsen
Dave Pratt
Kim Martz

Agenda:

- ITAC SP discussion
- Face-to-Face meeting discussion
- WSFT and representation on ITAC

Minutes:

Michael opened the meeting with a quick review of the agenda..

SharePoint (SP) discussion – Bob Avery and Dave Pratt led a discussion of the changes to the ITAC SharePoint. Dave Pratt gave a demonstration of the new site and some of the capabilities that SP has to offer. Features of the new site include a public facing landing page and an internal Team site nested within the new structure. Dave recommended that ITAC decide on what information they would like to share with constituents so that information can be included if not already there. Dave noted that there are utilities that ITAC can use to manage the content posted to the SP site. Bob commented that he would like to make the site as dynamic and versatile as possible.

Michael asked if notification is sent out when a document is uploaded to SP. Dave responded no, not by default. Alerts can be set up for libraries or documents. Dave showed the group how to set up an alert. He noted that members should be careful when setting up alerts as they can become SPAM-like in email. Bob Avery suggested setting up a group alert, for example, with minutes.

Dave mentioned that rather than having individual sites for meeting content, that sub-folders be created for that content under a top-level folder (ex. Meeting Minutes). Dave noted that it's important to decide how ITAC wants the site set up. With separate sites, there is more maintenance involved compared to setting up folders within a major library. Consider what the lifecycle is for your documents. If the documents are a group of documents that follow the same workflow, they can be put into sub-folders within a library.

Marijke asked if there is a way to auto save a document that has been finalized to the public side of the SP site. Dave responded that he may be able to add a workflow to do that. Versioning can be configured (without versioning turned on, you are just housing static documents). When versioning is turned on, SP becomes a collaborative tool. The versioning history can be reviewed and movement from draft to final will be shown. When using this feature, it's a good idea to enable check-in/check-out capabilities. Dave showed ITAC how these features work. You can view previous versions of documents using the pull-down menu to the right of the file name. When a document is checked out, no one else can edit the document. Modifications to a document will be seen once the document is checked back in. To discard changes, users can "restore" the previous version via the pull-down menu.

Dave asked if ITAC would like to set up an approval workflow. Michael thinks this is a good way to accomplish tasks.

Regarding a question about having a document library for draft documents, Dave encouraged leveraging the power of SP by enabling versioning and setting up a workflow for making documents public once they are published as final. Get away from moving files from one folder to another. Internally, a draft folder should not be necessary.

Michael suggested that the next step is to have a group work with Bob and Dave to move this to completion. Kris and Kim volunteered to help with this effort. Dave offered to give an extended session to help familiarize ITAC with the site once it has been completed. Bob commented that all members are welcome to comment/provide feedback. Send email so that ideas can be addressed as quickly as possible.

- **ACTION** – Move ITAC SP to completion. The subgroup consists of Bob, Dave Pratt, Kris, and Kim. Bob will take the lead.
- **ACTION** – Kate asked that the SP URL be sent in email. **COMPLETE** – 8/27/14 – Bob emailed the group.

F2F meeting – Michael opened discussion about a face-to-face meeting. ITAC was asked to determine their availability for a meeting with the week of November 3, 2014 being selected. Terri and Nate are both available that week, so this is the best week. The meeting will be held in San Diego, CA. Eric Reichert has agreed to host ITAC. Michael noted that the meeting will primarily be a working meeting to set priorities for ITAC – gather ideas and figure out how to move forward. About half a day will be spent interacting with Center staff to get input on their IT issues and ask them for ideas.

John Bumgarner commented that he appreciates that idea and it will be good to come away from the meeting with action items.

Marijke commented that it is a good idea to create a master list of the suggestions received and resend to Water in October. Michael agrees this is a good idea. Kris suggested having folks prioritize the ideas. Michael commented that he will send a list of consolidated ideas to Center Directors (CD) asking them what their priorities are. He will encourage CDs to float the list to leads in their Centers for feedback.

ACTION – Michael will work with Kim to clean-up and consolidate the suggestions that have been received from constituents. He will send the list to CDs requesting feedback by October.

Other questions regarding the meeting –

- Marijke asked how long the meeting will be with Michael responding 2 ½ days.
- Terri commented that she will have someone start looking into hotel reservations – travel on Monday, finish by 12:00 noon so folks can travel home.
 - **ACTION** - Michael will send out email to confirm availability and get back to Terri.
 - **ACTION** – Bob will send hotel information for San Diego to Terri. **COMPLETE** – 8/17/14

Water Science Field Team (WSFT) representation on ITAC – Michael was contacted by John Hoffman regarding WSFT representation on ITAC. Karl Winters has volunteered to serve in that role. Michael asked for ITAC's opinion on whether the WSFT have voting status or sit in as a non-voting representative. ITAC members responded that it would be great to have the WSFT involved and voting status is supported. ITAC approved adding a WSFT representative to its membership.

- **ACTION** – Michael will get Nate's approval and modify the charter based on Nate's input. **COMPLETE** – 8/27/14
- **ACTION** – Kim will add Karl to the ITAC email alias. Request submitted to have Karl added on 8/27/14.

Next Steps –

Next call – Kim will send a Doodle poll for a to determine availability for a call during the week of September 15, 2014. **COMPLETE** – 8/27/14

Summary of ACTIONS –

- Move ITAC SP to completion. Bob will take the lead.
- Kate asked that the SP URL be sent in email. **COMPLETE** – 8/27/14 – Bob emailed the group.
- Michael will work with Kim to clean-up and consolidate the suggestions that have been received from constituents. He will send the list to CDs requesting feedback by October.
- Michael will send out email to confirm availability for F2F and get back to Terri.
- Bob will send hotel information for San Diego to Terri. **COMPLETE** – 8/17/14
- Michael will get Nate's approval and modify the charter based on Nate's input. **COMPLETE** – 8/27/14
- Kim will add Karl to the ITAC email alias. Request submitted to have Karl added on 8/27/14.
- Send out Doodle poll for September call. **COMPLETE** – 8/27/14

