

ITAC Conference Call – February 16, 2011 Minutes

Roll Call:

Bob Lent
Katherine Lins
Terri Moore
Pete Cinotto

Susan Trapanese
Dave Mueller
Kevin Housel
Boyce Blanks

Bob Kimbrough
David McCulloch
Kim Martz

Outstanding action items -- http://water.usgs.gov/usgs/itac/docs/outstanding_ais.html

❖ Upcoming Face-to-Face

Bob Lent has tried to contact Paul Exter, but has not been successful. Terri noted that she has been in touch with Paul and he will be attending the meeting. Terri also noted that if ITAC would like to brief Patty Damon, then we need to get the details / agenda to Patty as soon as possible.

ACTION: Send agenda to Patty Damon and other invited guests as soon as agenda is complete.
(COMPLETE)

ACTION: Bob Lent will finish filling in the agenda. (COMPLETE – revisions from Katherine and Terri)

- Add Burl to agenda for Mobile Computing update.

ACTION: Boyce will talk to SA in MS WSC about ITAC needs for the upcoming meeting.

ACTION: Bob Lent will send the agenda for posting to ITAC SharePoint site and web (COMPLETE)

Gene Summerhill and Bob Swanson will not be able to attend this meeting.

Katherine suggested getting input from MS WSC regarding SharePoint and MyUSGS.

❖ Review of Outstanding Action Items – http://water.usgs.gov/usgs/itac/docs/outstanding_ais.html

- **StreamView update** – Possible CRADA with Nag. Katherine will talk with Sandy about getting more information for the CRADA.

- **SharePoint** –

Not much information regarding SharePoint tracking widget. Katherine commented that we need to be flexible. Users can also use MyUSGS – option to use both MyUSGS and SharePoint should be available. Keep Patty Damon passionate about getting the word out about SharePoint.

ACTION: Add SharePoint to the face-to-face agenda. Show what SharePoint can do for ITAC.

ACTION: Terri will give Patty a heads up about the upcoming face-to-face meeting so that she can listen in.

SharePoint URL -- <https://collaboration.usgs.gov/wg/owi/itac/default.aspx>

- **Archiving Electronic Data** –

- Katherine commented that there are issues that need to be addressed:

- What is to be done with paper documents can be made electronic? ITAC can make a recommendation and forward to Senior Staff.
- How do we know that what we capture electronically is what was actually collected? How accurate is the data? Katherine noted that we can reference our QA process.

- There are minimum standards a PDF must meet for it to be archivable.
- Guidelines need to be sent out to offices soon so that efforts do not need to be repeated.
- Bob Lent asked if offices have digital data archiving plans that can be looked at.
- Dave Mueller commented that offices want to be told how to archive the data.
- Bob Swanson commented that there are archiving plans for surface water, groundwater, and water quality. It would be more logical to have a single plan that everyone can follow.

ACTION: Discuss electronic data archiving issues at face-to-face. ITAC to come up with a position document that can be presented to Senior Staff in April 2011.

- **Webinars** – This is on Ramona's "to do" list. Ramona sent email indicating uncertainty on next steps for getting the Webinar set up. Kim forwarded Ramona's email to Katherine and Bob L. Katherine will respond to Ramona.

ACTION: Katherine to respond to Ramona's email of 2/16/11 regarding next steps with Webinar setup.

ACTION: Ramona will let Katherine know if she can keep up with this task.

- **SIMS User Group** – It was decided that ITAC is not the right group to direct Gary and the SIMS User Group.

ACTION: Katherine will discuss SIMS group with Gary again. Katherine suggested that there be a group of Data Chiefs representing regions and disciplines – 3 people. (**COMPLETE - See Katherine's email to Gary Fisher of 1/21/11**)

- **ForeSee Survey** – Bob Swanson commented that the survey comes up when users come to a site and not when they are leaving the site.
- **T1 Lines** – Bob Lent's office has been tracking network issues for some time. Bob L. commented that over the past 3 weeks, 171 GB of data and only 10 GB of that were NWIS data. 80% of the network traffic was information, and accessing the database remotely is only a small volume. Data monitoring system is suggested to get a better idea of the network traffic.

Terri commented that she feels the ESN should be monitoring traffic for us. Terri had a meeting with Dru Burks. There are 57 sites that need to be upgrades, of those 57, 44 are Water sites. Terri showed Dru the spreadsheet that Bob Wakelee put together.

No action has been taken to date. Gene Summerhill is approving, one at a time, Water Science Center upgrades. No one is keeping up with the infrastructure. Terri asked "where do we go from here?" Katherine may need to take this to Bill Werkheiser. Progress is stalled while the ESN develops a project plan.

Dru Burks felt that Karen Baker was under the assumption that Riverbed technology would be a fix for the problem, and this is not the case.

Ellen Reirson has asked Water to step back and let this be a Bureau issue, not a Water issue.

ACTION: Katherine will set up a call with Karen Baker. Bob Lent and Bob Swanson will also be on the call.

ACTION: Katherine will get on Bill Werkheiser and Dan Cavanaugh's calendar.

Bob Lent noted that Joel Dudley is putting together an updated presentation of issue for Maine.

Terri noted that Bob Wakelee's replacement is Tom Van Diwiese. Katherine suggested having Tom call in to the next call. He has background information from Bob Wakelee.

❖ **Face-to-Face Agenda (topics for agenda)**

- SharePoint – <https://collaboration.usgs.gov/wg/owi/itac/default.aspx>
- Archiving electronic data
- Webinar series – development of a long-term plan for interfacing what ITAC does with getting the information out
- T1 lines
- Listening session with Brian McCallum and Sky Bristol

❖ **Miscellaneous Face-to-Face items:**

- Hotel is the Hilton Jackson
- **ACTION:** Kim will set up WebEx and forward dial-in / passcode information to Bob L. (**IN PROGRESS**)

ACTION ITEMS:

ACTION: Formal letter requesting visitation to MS WSC needs to be sent. (**COMPLETE**)

ACTION: Terri to invite Paul Exter to the face-to-face. Bob L. will follow up, if necessary, with Karen Baker. Invite IT liaison – Jay Story
2/16/11 – Terri has talked to Paul. He will be attending the meeting.

ACTION: Add SharePoint to the face-to-face agenda. Show what SharePoint can do for ITAC.

ACTION: Terri will give Patty Damon a heads up about the upcoming meeting so that Patty can listen in.

2/16/11 – Make sure Patty knows when SharePoint discussion will take place during f2f. There is a need to let WSCs know what tools are available for their use in terms of SharePoint or other tools. Patty will not endorse just SharePoint. Try to develop an ITAC position on SharePoint – what are our questions, etc...
Action – Get a list of questions for Patty to address.

ACTION: Discuss digital data archiving issues at face-to-face. Suggestion for ITAC to develop a position document that can be presented to Senior Staff in April 2011.

2/16/11 – Dave Mueller has a draft memo that has been sent to Christina. Katherine suggested cc'ing Ken Skipper. Think about what is needed to move forward. Dave can share the memo with ITAC. Keep this on the agenda.

ACTION: Come up with a long-term plan for webinars at the face-to-face. Bob Lent would like to have a plan – interface what ITAC does and how we get the information out.

2/16/11 –

ACTION: Ramona will let Katherine know if she can keep up with webinar logistics.

2/16/11 – Kim forwarded Ramona's email to Katherine Lins and Bob Lent. Bob will refer back to old notes and address this.

ACTION: Katherine will discuss SIMS User Group with Gary again. (**COMPLETE - See Katherine's email to Gary Fisher of 1/21/11**)

ACTION: Katherine will set up a call with Karen Baker to discuss T1 line issue. Bob Lent and Bob Swanson will be on the call.

2/16/11 – Bob L. got through to Wayne Sontag and Wayne has agreed to host network monitoring. 3 other centers will participate. Joel Dudley will be sending email. Set up in MA. This effort will be to look at high impact load on NWIS and the impact of NWIS on the network load. There have been requests from about 5 offices. Bob L. – see how difficult this is to do. If it works, then expand the effort. Bob would like to wait a couple of weeks so that there is a week or two of information to see how well this works. See how easy it will be to share this technology. Perhaps a webinar at a later date.

Katherine briefed Bill and Dan. Andrew Jackson is interested in getting out to some WSCs to see how they work. There may be opportunity to get him out to WSC with unique work situations. Terri commented that no one is taking the lead on this. Katherine noted that there is a receptive audience. Katherine asked about what centers would be good for Andrew Jackson to see. Discuss this at the f2f – what centers are doing innovative things. Bill interested in the IT impacts.

ACTION: Katherine will get on Bill Werkheiser and Dan Cavanaugh's calendar regarding T1 line issue.

ACTION: Kim will set up WebEx and forward dial-in / passcode information to Bob L.