

**ITAC Meeting –
Jackson, Mississippi
March 1-3, 2011**

Roll Call:

Bob Lent
Katherine Lins
Susan Trapanese
David McCulloch

Terri Moore
Dave Mueller
Ramona Traynor
Kevin Housel

Gary Cottrell
Bob Kimbrough
Pete Cinotto

Bob Swanson (phone)
Boyce Blanks (phone)

Invited Guests

Jay Storey (NE,SE IT Liaison)
Paul Exter
Daphne Wahl (Reston)
Brian McCallum (phone)
Greg Wiche (phone)

Richard Rebich (MSWSC Studies Section Chief)
Mickey Plunkett (MSWSC Director)
David Pratt (CA)
Burl Goree
Joe Nielsen (phone)

Michael Runner (MSWSC Data Chief)
Richard Compe (MSWSC)
Sky Bristol (phone)
Gary Fisher (phone)

Tuesday, March 1, 2011

Welcome and Introductions –

Bob Lent welcomed the group to the meeting. Introductions were made around the room and on the phone.

Mississippi Water Science Center Overview (MSWSC)–

An overview of the MSWSC was given – organization chart shown to the group.

- Funding is stable (~ \$5 million)
- Good use of students through partnerships with local colleges
 - o Jackson State University – event sponsorship, internships, career education
 - o Hinds Community College – Vo-tech school – MSWSC provided supplies, and the students built monitoring stations; practice for the students and cost-savings to the MSWSC (the student-built stations cost approximately \$400 each compared to \$3000)
- Topical themes for Southeast Program reviews
 - o Program review meeting was organized based on topical themes across Southeast Water Science Centers (WSC).
 - o Provided for consistent review across centers.
- FY11 will be a year of minor growth – concern over the increase in the ratio of salary to funding
- Work-force:
 - o Current expertise is a good match for current and near-term program needs
 - o Staff from LA, GA, IL, and OH WSCs were used in 2010
 - o Development of experienced staff into regional resources
- MSWSC was the first recipient of the Eastern Region Diversity Award – Dr. Richard H. Coupe
- Incentive today (DO-IT) Award
- National program – Climate Change (SERAP); pilot effort with the Water Census (for agricultural water use)
- Interdisciplinary Projects involving partnerships inside and outside of USGS:
 - o *Grand Bay National Estuarine Research Reserve* – Partnership with NOAA, FWS, and MDMR focused on restoration of historic fresh-water flow. MSWSC role - assess flow and water quality.
 - o *Gulf Islands National Seashore* – a partnership with National Park Service to understand basic water quality and aquatic habitat issues. MSWSC will monitor water quality near Ship Island for purposed of ecological assessment and monitoring of barrier island ponds.
 - o *Carbon Sequestration* – Partnership with NRP Yousif Kharaka. The MSWSC to provide field support for research team working at Cranfield oil/gas field near Natchez, MS to determine the fate and potential benefit of carbon dioxide injected into a deep geologic formation.
- Discussion of emerging issues:
 - o Delta water quality research initiative
 - Research the link between water quality erosion control and habitat health
 - o Inundation mapping
 - 4-year agreement to develop inundation mapping products for 2 rivers that impact Petal and Hattiesburg, Mississippi.
 - FEMA and NWS coordination
 - Modeling the Alluvial Aquifer - 3-phase project

Mississippi Water Science Center IT Overview –

- IT Issues:
 - o Computer to user ratio
 - o SCCM elected not to manage our own, vet housing server for the HIF
 - o Lotus training – there is no local Lotus expert
 - o Network issues – speed, wireless, infrastructure
 - o Security
 - o Backups – UltraBac, Allway Sync, Ghost
 - o User-support tracking
 - o Property – disposal of old equipment

Updates and Issues for ITAC -

- *Office of Water Information Update* - Katherine Lins
 - o *OWI is the home for the Water International Program, the Federal Advisory Committee on Water Information, chaired by DOI, the Water IT Applications Unit and Water Special Projects, and NWIS*
 - o *The OWI includes the Water web presence, interfacing with the Bureau web design teams, Water GIS support, the NWIS Mapper development and support, webservices, the mobile computing, SIMS, ADR, and other Special Projects for Water. Often sponsored by ITAC. One interesting one is:*
 - Stream View – where we are considering the relative metric and possibilities of having a ground level view of the stream/ Google possible host USGS photographs for us?
- *NWIS Update* - Susan Trapanese
 - o Many server maintenance contracts will expire in 2012 – maintenance costs will increase
 - o New web services into production
 - Real-time data into a production quality web service
 - Some apps have taken off for real-time data
 - Terri noted apps for NWIS for iPhones (also work for Android)
 - o Data usage continues to grow - 55 million successful requests
 - o NWIS has plenty of capacity

IT Liaison Update – Jay Storey

Jay Storey, SE and NE IT Liaison, gave an overview of the structure of the Administration and Enterprise Information (AEI), Office of Information Technical Services (OITS). Jay shared the organizational structure of the AEI, OITS, and Office of Enterprise Information (OEI). In the re-alignment regional components were migrated - GIO and APS were migrated to AEI. The IT Liaisons represent Rex Areas, but report to AEI.

Roles and Responsibilities of the IT Liaison:

- Listen to stakeholders to identify IT needs
- Represent Areas and Science Centers in Bureau level IT operational and security planning
- Support REx offices, Center Directors, IT specialists in responding to IT data calls and inventories
- IT technical review coordinator for the Areas
- Support and guidance for Rex Office on IT funding allocations, IT contracting efforts, review of annual IT spending plans
- Translate "IT speak" for executives and Science Center Directors
- Translate "Executive speak" for center IT personnel

Jay noted that he represents 31 Science Centers. He hopes to visit half of them this year. Spring 2011 visits: Mississippi Water Science Center; Northborough, Massachusetts (TBD); Troy, New York (April)

Jay commented that he is interested in knowing how IT Liaisons can meet the needs of ITAC.

- What is unique about IT requirements of major water programs and Science Centers?
- What challenges and issues?
- Are there ITAC needs that can be addressed by the IT Liaisons?
- What are your expectations of the Area IT Liaisons?
- How can the IT Liaisons help?

Issues noted:

- Katherine Lins – In Water, how will the Liaisons work with REx's to track and find POAMS?
- David McCulloch – Noted WSC issues with bandwidth

Mississippi Water Science Center Presentations – Science Center staff presentations

Presentation 1 – Sea-level rise visualization for Alabama and Mississippi - This pilot project is a collaborative effort of National Oceanic and Atmospheric Administration (NOAA) Coastal Services Center and the U.S. Geological Survey (USGS) National Wetlands Research Center (NWRC) and the USGS MSWSC. This tool illustrates the scale of potential flooding. Flood frequency predictions for the Mississippi/Alabama Gulf Coast - See <http://gom.usgs.gov/slr/index.html>

- Sea Level rise Visualization was built upon previous work, which included the development of an Internet map serving Hurricane Katrina Maximum storm tide data in Alabama, Mississippi, and Louisiana. Link – <http://gisdata.usgs.gov/website/gulf>
- Surface Elevation Table (SET) – a portable mechanical leveling device for measuring the relative elevation change of wetland sediments. Link – <http://www.pwrc.usgs.gov/set/> - Continuing SET readings and analyses to better understand vertical change that is taking place on the Gulf Coast.

Presentation 2 –

Presentation 3 –

Presentation 4 –

Presentation 5 –

Presentation 6 –

Wednesday, March 2, 2011

USGS CTO Update – Paul Exter

Paul commented that he today's discussion is to update ITAC on the Big 9 Activities.

Two-Factor Authentication –

- Phases 1-4 have been completed
- Phase 5 – project at operations and maintenance (9/1/2010); provide operational support via Service Desk

Risk-Based Information Security Services –

- Identify and provide cost-savings recommendations related to reductions in C&A reauthorization efforts – FY10-FY14
- Rewrite security policy to reflect DOI's mission and fit DOI risk profile
 - RISS Team – developing IT security standards to supplement revised IT policy
- Advocate a risk executive management function for security requirements
- Provide a "top ten" list of DOI security challenges

Trusted Internet Connections (TIC) –

- All Federal government traffic will go through a TIC
- USGS has 5 – Menlo Park, Alaska, Denver, Sioux Falls, and Reston
- There are 33 areas that do not currently go through a TIC
- Compliance in six months

DIET –DOI Innovation and Efficiencies Team

- Make recommendations on how DOI can "do it better for less"
- Cost-savings for current IT environment
- Charged with developing recommendations for consolidation – aligns to OneDOI 2010, Big 9, and Information Resources Management (IRM) strategic framework

Active Directory Optimization –

- Activity complete

Unified Messaging –

- There is a need for a single email system – to improve quality and consistency of messaging services across all of DOI
 - Single messaging infrastructure to provide:
 - Individual Bureau e-mail domains
 - 5 GB standard mailbox size
 - Calendaring / scheduling
 - Instant messaging
 - Integration of handheld devices
- USGS was to move to an outsource solution in 2011, but DOI did not compete the outsourcing solution properly. Microsoft solution was pushed and Google is now suing. USGS cannot go to an outsource solution until court case is resolved.
 - 1 to 1 ½ years to outsource solution
 - No solution by the end of March; working toward an interim solution
 - Activity on hold

Workstation Reduction –

The project objective is to reduce the ratio of desktop and laptop computers to DOI staff from 1.5 per person to 1.2 per person by 2014

- The Department is assuming ownership of all of IT
- Quarterly ratings of the number of computers vs. the number of employees
 - DOI milestone is 1.4 computers per person, currently, USGS is at 1.89 computers per person
 - Based on Active Directory devices
 - Non eAD devices ratio is approximately 2.1
- Refer to <http://ecomputing.usgs.gov/DIET/wrr/> to see current user ratio statistics – Paul demo'ed the site using Maine as an example.
- Many computers in USGS are not person-based – they are hooked to instrumentation, some are fixed devices.
 - Paul commented that he is telling IT folks to use Active Directory to explain what the machine is doing – create categories to show what the uses are. Paul used the National Water Quality Laboratory (NWQL) as an example.
- Katherine Lins asked how active the Workstation Ratio Reduction team is. Paul commented that it is active. Nicole Bogeajis (Orlando) is doing instructions and Water folks volunteer. Water includes GD and others
- Katherine asked who the active representative is. Paul responded Nicole Bogeajis and Gary Fisher.
- Affects AOs, techs, others – ex. a laptop that can be used in the field under adverse conditions is not the same as a computer on a desk – will affect some, but not all.

Infrastructure Consolidation –

- Establish an inventory of USGS computers – agent on computer that serves as an inventory tool
- USGS is at 9,000 of 17,000 devices
- Federal data center consolidation initiative
 - Servers and storage
 - Applications and data
 - Facilities
 - Telecommunications

IT Transformation Initiative – (Secretarial Order 3309)

Goal of the project is to transform DOI's IT services into a 21st century model to better support its mission. Under Secretarial Order 3309, all IT is now the responsibility of the Department CIO. A phased implementation is to be completed within 4 years of the signing of the Secretarial Order. Vision – "Do it better for less."

- A single DOI Chief Information Officer (CIO) established
- Bureau/Office CIOs transition to strategic advisors called Assistant Directors for IT Resources (ADIRs)
 - USGS did not remove CIO position (Karen Baker); CIO becomes the Assistant Director for IT Resources (ADIR)
 - Karen and Paul now provide input to DOI
 - The USGS will no longer decide "how" to do IT, the Department will
- Consolidation of IT infrastructure to incorporate DIET (Dept Innovations and Efficiencies Team)
- DIET rebranded as IT Transformation
- DOI believed benefits
 - Lower costs
 - Improved access to new media and technology
 - Consistent and reliable IT services
 - Reduce redundancy within DOI
- DOI does not see the real work-related things that USGS does,
- Issues: how will Water Science Centers needs be met in the centralized model?
- Provide mission-base examples that do not fall into the DOI model (ex. Flagstaff, Woods Hole, Rolla); demonstrate why Water is distributed.

Data Center Consolidation –

- Discussion of data centers. Currently, there are 5, but maybe there should be more – located where servers are. The model is shifting to where there is a large server population, large buildings – metropolitan areas. The business model will shift over time.
 - Five-year plan
 - Paul noted that USGS will present that consolidation will not support the current infrastructure
 - High data demand
 - Other agencies do not send mass amounts of data between Centers

Listening Session on the Core Science Systems Strategic Planning Team – Sky Bristol and Brian McCallum

Sky commented on "data deluge." As more and more data is collected, there are problems with how to apply technology to handle datasets. How the data is handled has become a challenge. Technology, itself, is not the problem. Application of technology to handle the vast amounts of data is a mission of all USGS mission areas. Goal is to foster a broad understanding of data and information.



ACTION - Address questions for ITAC from Sky's presentation

- How can the Core Science Systems SSPT help capture the vision that water data and information managers see in our future?
- What tools and services does the USGS need to put in place to better deliver data and information to our stakeholders?
- Are there broadly usable basic or "foundation" data themes or analyses that are needed for earth science and management but do not exist?
- Other thoughts to consider in formulating the 10-year Core Science Systems strategy for USGS?

Katherine commented that there is no longer the support and training with GIS technology that previously existed – a fracturing of support and training for staff. WSCs when working with cooperators are interested in using GIS technologies. Through the 10-year goal, how can these tools be built and who will have ownership? Katherine commented that USGS is a major geospatial organization.

Sky – where is the Water Information program going? What are existing problems?

Q: Brian McCallum, team co-chair, asked, "Where do you see flood inundation going?"

R: Bob Lent commented that it is a good thing, but there is a huge liability associated. It's important because of FEMA and the NWS, however, problems arise with use of inconsistent national protocols. Bob gave an example of 10-15 pilot studies using different approaches even though they all go through the same system. There is good potential. The science is exciting but the data part is "mind-numbing." "We need consistent presentation of data across agencies."

- Pete Cinotto commented on a pilot project in Indiana – dynamic mapping. Indiana gage site that feeds out real-time data and generates a model – outputs flood inundation map.
- Want to push the science in this direction – dynamic mapping, however, many areas can still only do static maps.
- Katherine asked "what are the WSC missing in terms of what is available? Where is the need? How do we not reinvent the wheel, and instead, use what is existing?"
- The flood inundation folks meet regularly and will be meeting in South Dakota in May with the Hydrologic Warning Council.
- Katherine commented that there is a lack of support with enterprise software.
- Flood inundation maps will currently display in flex viewer. Maps are going through the report approval process.
- Katherine commented that there is no USGS plan to improve (as a vision) on how USGS can become a premier geospatial agency and build from base data. We need to address the base data and services USGS provides.
- David McCulloch (clarifying Katherine's comments) noted that the National Map was not designed to support science users. The viewer is for public to see data in map form. The basic data are from a variety of services. We need to address science support GIS issues.
- We need to make sure that USGS scientists have the ability to use our data.

The group had a brief discussion of the National Map.

ACTION - Sky asked if ITAC can help paint a picture of what the National Map can provide. Katherine noted that Jeff Simley, Program Manager, NHD, does a lot of work with Water Datasets. Katherine suggested that Sky contact Jeff.

USGS needs to make a priority of software and contracts for software. GIS is important to the agency.

Vision - The USGS needs to become facile, tune data toward a new purpose – towards understanding earth systems.

Sky noted that he will be posting information to the Science Strategy website. Sky welcomes comments from ITAC regarding the Core Science Systems Strategic Plan.

Town Hall Meeting - ITAC Updates to attendees - ITAC and MSWSC staff

Office of Water Information Update – Katherine Lins, Chief, Office of Water Information

- International Water Resources Branch
- OWI provides the Executive Secretary for the Advisory Committee on Water Information (ACWI)
- Special projects – Mobile computing (Burl Goree), SIMS, forward looking apps, social media projects such as WaterAlert (letting subscribers know that the flood threshold has been reached at a gage)
- Web services
- NWIS and ADR Mappers
- Data sharing
- Sponsor ITAC

NWIS Update – Susan Trapanese, Program Manager, NWIS

- Regression testing in 2011
- Planned move to Oracle database management system, we currently use INGRES, in 2012
- NWISWeb – continue to develop and improve web services
- Instantaneous values app for iPhone
- Increased data services
- NWISWeb continues to see record level traffic on web pages; good capacity to carry the load

IT Liaison Update – Jay Storey, IT Liaison, NE and SE areas

Jay briefed those in attendance about the role of IT Liaisons

- No operational responsibilities
- 3 Liaisons
 - CR – McCormack
 - WR – Charlene Fischer
 - ER – Jay Storey
- Jay represents 31 centers and will be trying to visit about half of those centers this year
- Jay is the WSC IT representative – feel free to email with questions, concerns, etc. Jay noted that he is in Lotus as Ralph Storey
- Jay commented that he is looking forward to learning and gaining exposure to IT knowledge.

CTO Update – Paul Exter, CTO, USGS

- Responsible for delivering technology, how are computers working, updates
- Liaison for USGS to DOI
- Paul commented that he likes to reflect the USGS mission – try to stay DOI from mandating what we have to do
- Diverse background – started as a hydrologic technician, has done GIS work, IT Specialist in Maryland WSC. Paul has a good background knowledge of how WSCs work
- He commented that he is the guy who can explain why things have to be done a certain way.

Questions:

Question was asked about email and Droids. Paul commented that he initiated the effort to support other devices; noting that Blackberry is the supported device. Device should be secure, the iPhone is not – yet.

Skype – Paul commented that he went to DOI regarding use of Skype, and DOI provided alternative solutions. Need to give DOI a good business case to push use of new devices through to approval. We need to have a better response for “why” USGS needs to use Skype. This holds true for any technology – USGS needs a science or mission-related reason to use the technology and get it approved.

- Example – NWS Chat – We were previously unable to use this form of communication; had to write up why USGS needed to chat with the NWS. Security becomes an issue – may send / receive a virus in a message. USGS had to say that we were only using the service during a flood event. Taking / accepting the risk that the person on the other end is there strictly to do business.

Why are we still using Lotus? – Paul explained that the Department wants to go from 50 mail servers to 10 – all DOI. USGS currently has 50, DOI has over 200. Efforts to use the cloud failed in 2003, 2005, and 2010. The Department tried to sole-source to Microsoft mail solution, and Google sued saying that DOI violated procurement regulations. Nothing can be done until the court rules on the case. USGS is looking for an interim solution. If we compete, Lotus might win as there are already many DOI users. Under a new solution, mailbox size would be greater.

Mobile Computing – Burl Goree

- There is a need for continued funding
- Burl commented that it is slow working from laptops in the field – slow converting apps.
- Burl had 2011 funding proposal.
- Would like for Megan Rogue to do 200 hours
- Gary Fisher has developed a draft project plan

SharePoint Demo – Dave Pratt

- Create a proposal tracking system
- SharePoint designer is required for branding the page
- SharePoint uses email for approving edits to a page

Katherine Lins asked if there is a way when she or, for example, another manager, edits their calendars, that her information can get on Dan Cavanaugh's calendar? Is this possible

Thursday, March 3, 2011

SharePoint – Roundtable Discussion

Bob Lent suggested that the group have a roundtable discussion to determine what information the ITAC SharePoint site should contain.

Q: Can more than one photo be uploaded at a time?

David McCulloch noted that SharePoint is not a replacement for the static ITAC web site. Use SharePoint for its collaborative properties.

Use SharePoint to track Action Items (AIs).

Katherine Lins commented that the SharePoint site is not for data, but to enter and track AIs, post minutes. Katherine asked about how to archive the PowerPoint presentations from meetings.

Everything on SharePoint is a list – these can be modified to meet the group's needs.

- Als can be done as a task list
- Link task list for a meeting to a master task list
- Should not have to leave a meeting workspace to get current Als
 - Meeting Als will populate master Als

Identify what categories the group wants on the left navigation pane of the SharePoint site. Focus on the content we have and on how it should be organized.

- Is this for ITAC only or for all of USGS?
- Q: Can the font size in SharePoint be changed so it is easier to read? – Yes
- Document what we want SharePoint to do and ask how we accomplish this.
- Face-to-face meetings = top level headings; should be able to program the SharePoint site to show only the current meeting
- Link lists – workspaces contain Web parts

ITAC wants to see:

- Document storage
- Minutes
- Templates (ITAC only)
- Goals for the year
- Membership – note rotating membership and that there are old members on the list (filter by year)
- All access area
- PowerPoints from meetings
- Activities / action items (tasks)
- Webinars
- Projects – approach, objective, description
 - Example: Stream View, webinars, how we support other groups, oversight of activities
- Charter
- Calendar
- Face-to-face meeting logistics – hotel info, itineraries, WSC invites and thank you letter
- Discussions
- Announcements
- Suggestions or a suggestion box
- Bios – go to personal site and add information; link to Bios tab
- Links to other Web pages that we sponsor (field computing, Gary Fisher's pages, Dave's activities)

Recommendations (example: when to use SharePoint and when to use MyUSGS) – put together an annual summary of recommendations. **ACTION** – Finish identifying what ITAC's needs are for the SharePoint site. Get assistance from Dave Pratt, others to design the site with these needs in mind.

Time Series Committee Update – Joe Nielsen

- Joe is the co-chair of FOTS (Future of Time Series data processing team) – REFERENCE WEB SITE
- Time series process is inefficient and falling behind – needs to be updated
- Charge to the committee is to provide a recommendation to Senior Staff regarding the adoption of a commercial software package to replace ADAPS and other related software
- ADAPS is part of NWIS, so updates will need to be done without messing up other parts of NWIS
- Joe gave an overview and history – using the same software today as we did in the 1980's. The software has done a good job, and other systems have come about as a result (NWIS, others) – shows good development, but it has run its course
- The charter is specific on the purchase of commercial software.
 - Presentations from external groups – options, pitfalls – help the group set boundaries
 - Water Survey Canada –
 - Parallel in terms of surface water
 - Distributed database
 - Older software
 - Talked about lessons learned, procurement vendor, implementation, training
 - CIDA (Wisconsin)
 - Internal to USGS
 - Knowledgeable about USGS
- Consensus was reached that the Water Mission Area should pursue replacement of ADAPS with a commercial software package.
- FOTS knows that there is no single software solution that will meet their needs.
 - Needs to be structured so that we can customize the software to meet the groups' needs
- 17 interested vendors – working on specifications (currently 35 pages of what we would look for); address current and future needs.
 - Move forward on the widest suite of functionality
 - Katherine Lins asked if vendors will be ranked. Joe responded that, yes, he thinks that will be the case.

Revision of Data Archiving Policy – Dave Mueller

- Waiting on Christina Bartlett (provides guidance on records management / NARA) – Dave noted he wants to present what we have and what we would like to do, but needs guidance from Christina.
- Trying to keep this issue moving even if the policy is an interim policy.

Special Projects – Gary Fisher

- SIMS discussion – sims.water.usgs.gov
 - o Revisions tracking process is in review by the Surface Water Users Group (SWUG)
 - o Improved communications
 - o Supports site operations
 - o Site Management Advisory Committee (SMAC) – user committee to guide the SIMS user group
 - o **ACTION** – Look at SMAC SIMS charter – water.usgs.gov/usgs/owi/projects/SIMS
 - o Gary noted the proposed membership composition
 - Chair, Gary Fisher, will serve as liaison to ITAC
 - The group discussed the suggested membership noting that an amendment to the charter can be made to mention security, this would reduce the number of members; discussion of data chief vs field office chief – the group decided to leave the option of having a data chief and one other person – distributed representation
- Field Computing –
 - o Tracking charts are on the Web
 - o Gary showed a chart showing percent growth, noting that Joe Nielsen puts together a chart with absolute values
 - o Field computing project plan – requesting feedback from ITAC
 - o Gary showed the group the field computing time schedule
- Continuous Records Processing –
- WaterAlert – water.usgs.gov/wateralert
 - o Fast track project
 - o 10,000 active subscribers / 6,300 individual subscribers
 - o Very successful project
 - o Heading in the direction of creating a news service (daily reporting service) – this is a high priority
 - o Feedback messages are responded to quickly
 - o In the next month, a process will be in place that will help subscribers manage their subscription – users will be able to enter information and get email with details on what to do to cancel subscription, etc...
 - Will be very easy for subscribers
 - Will decrease the number of feedback messages to the help group
 - o Gary shared a success story with ITAC – he plans on collecting these for stories to tell

ACTION – ITAC to review SIMS charter

ACTION – ITAC to review and accept proposed SMAC membership – **COMPLETE** – ITAC voted, and unanimously agreed to accept the membership with minor changes as noted. Changes – note in charter that the membership will be distributed across regions; members will represent as many regions as possible. ITAC agreed to leave the option of having a data chief and one other person, possibly a field office chief. **ACTION** – SMAC recruitment activity is next. Katherine Lins asked that ITAC suggest names. Gary will draft email for recruitment of members to SMAC by the WSCs.

Webinar Update – Ramona Traynor

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

ACTION ITEMS-

Feb2011.MS.1 – IT presentation from Scott Dennis, Action Items: (**COMPLETE as of March 3, 2011**)

- Information is needed on how to dispose of IT equipment. **COMPLETE** -- Terri provided the URL to the information on how to dispose of IT equipment to Scott
- Information was requested on SCCM training. **COMPLETE** -- Boyce provided the link to Scott on the on-line SCCM training and the face to face SCCM training schedule.
- A concern was brought up regarding network bandwidth. **COMPLETE** -- Terri provided the cost break down to add an additional T1 to the Jackson office to the Center Director. Terri procured funding from Gene Summerhill for the network card/module that will be required for the upgrade (\$1,250). Network Team will send info to the center as to what hardware needs to be ordered and Terri will provide them the account number to charge back to.
- Due to the absence of the NWIS SA, the Center needs assistance. **COMPLETE** -- Terri coordinated a date with Richard Hollway to travel to the center to assist. Center Director needs to approve for the last week of March.
- Center may need some assistance on the Windows side in the future. **COMPLETE** -- Terri informed Center Director and IT lead that she could find somebody to assist. Scott needs to contact Terri after Richard's visit to let her know if additional assistance is needed on the Windows side.

Feb2011.MS.2 – Paul suggested that ITAC get questions to the WSCs that Andrew Jackson will visit so that he is asked how much the DOI solutions are expected to work for the field operations and WSC-specific applications. **COMPLETE**

Feb2011.MS.3 – Sky Bristol requested input from ITAC regarding the Core Science Systems Strategic Plan document. **COMPLETE**

Feb2011.MS.4— **COMPLETE** - ITAC to identify what information / content they would like to see as part of the ITAC SharePoint site. Suggestions include:

- announcements,
- suggestion box
- bios
- Action Items
- PPTs
- Projects
- Charter
- calendar
- discussion
- recommendations
- links to other Web pages
- yearly goals
- membership

Consider document storage, ITAC only vs. External
Kim will pursue learning about SharePoint – contact Dave Pratt

Feb2011.MS.5 – COMPLETE - Bob Lent will put together a team who's charge will be to do a review of the Mobile Computing Team and provide ITAC feedback on its long term goals and project plans, and make recommendations. Katherine would like Gary Fisher to be on the team. Reference -- http://water.usgs.gov/usgs/owi/projects/FCIS/project_plan.docx

Feb2011.MS.6– Gary Fisher will modify the charter, and ITAC will review it (2-weeks?) for final approval. *(ITAC should provide Gary an email approval - or comments by a given date -- 2 weeks?).*

Feb2011.MS.7– ITAC to review and accept SMAC Membership proposed by Gary. **COMPLETE** -- ITAC voted and concurred, accepting the proposed membership of the SMAC with minor changes to the SIMS charter. The charter should reflect that across the suite of membership there should be distributed representation. Also, amend the charter to include the issue of safety. This would reduce the number of members.

Feb2011.MS.8 – Gary Fisher will send out the Mobile Computing Work Plan and Charter for comment prior to Bob's team review.

Feb2011.MS.9 – Terri will send out an announcement of when Tim Lee's webinar is *(I think this is related to the network. I would also like to see Terri send out guidance to the field - by informal email - to let them know their option of upgrading now and OWI's willingness to fund the router boxes - need to talk to Gene first.)*

Feb2011.MS.10 – Next Face-to-Face meeting –

The next face-to-face meeting will be held in Portland, Oregon the week of June 20, 2011, if it works out. Back-up sites are North Dakota or Nebraska.

Topics to be discussed --

- Role as we approach Oracle – what will break or go away?
- A more strategic discussion of ITAC's role and the need for project oversight and program development of Special Projects it fosters. - invite Gary Fisher
- Briefing on SMART
- Status and selection of future webinars

Feb2011.MS.11 – Geotagged photos

Feb2011.MS.12 – Ramona will send ITAC a summary of what the e-Web committees are doing related to Web re-engineering.