CCB Meeting Minutes

October 9, 2009

STORET/WQX Maintenance and Outreach Support and ATTAINS Future Development Support

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Developed for:

United States Environmental Protection Agency

Office of Environmental Information

1200 Pennsylvania Avenue, NW

Washington, DC 20460

Developed by:

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Salt Lake City, UT 84106

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STORET/ WQX Data Flow Maintenance and Outreach Support and ATTAINS Future Development Support

1.0   Attendees

Organization	Name	Phone	Email
EPA	Kevin Christian	202-566-1437	christian.kevin@ epa.gov
EPA	Kristen Gunthardt	202- 566-1194	gunthardt.kristen@ epa.gov
EPA	Shera Reems	202-566-1331	reems.shera@epa.gov
Gold Systems	Dave Wilcox	801-456-6104	davew@goldsystems.com
Gold Systems	Ryan Jorgensen	801-456-6105	ryanj@goldsystems.com
Gold Systems	Andy Van den Akker	801-456-6140	andyv@goldsystems.com

2.0   Meeting Minutes

- GSA contract discussion
    - o Andy stated that Gold Systems had sent Michael Kreacic a breakdown of the proposed budget by task and subtask so that Gold Systems would be able to invoice for % completed of task and subtask each month.
        - Gold Systems has not received the final contract from EPA with the updated payment schedule.
        - Michael Kreacic is on vacation until October 19th, but Andy did contact Sandy Savage, who works with Michael, to see if the final contract can be sent to Gold Systems. Nothing has been received yet.
    - o Kevin sent an email to Michael Kreacic proposing a 4 month timeline for the contract.
    - o Kevin intends to put another GSA contract in place this year. In order to continue working with the same contract staff, contract likely to be around $100K.
- Reviewing the Statement of Work
    - o Task 1
        - Kevin reminded that this task was for management of the contract and that invoices and monthly status reports are to be provided by the 20th of each month (for the preceding month).
    - o Task 2
        - Ryan confirmed that the issue tracking system (i.e. Mantis) is in place and contains all of the previously reported issues for WQX and WQX Web.
        - Kevin mentioned that the first assignment under subtask 2.3 would be to deploy the new WQX Schema (version 2.1)
        - Kevin stated that he would like Gold Systems to provide their suggested list of updates and enhancements for WQX and WQX Web (subtasks 2.3 and 2.4)
    - o Task 3
        - Since Dave will be going to Boston under Task 4 for the ATTAINS and

RTI will not travel under the GSA contract, the surplus budget will cover Andy's travel to Tulsa for the Region VI WQX and WQX Web training.

- o Task 4
  - Dave stated that he met with RTI today to discuss the ADB meeting in Boston next week.
  - Shera requested that any communication between RTI and Gold Systems also include EPA so that everyone is on the same page.
  - Shera stated that the Boston meeting will showcase Region I, which is likely the region that is the most advanced, and will help RTI, EPA and Gold Systems to identify questions that should be asked at the other ATTAINS meetings
    - The Boston meeting is focused on ADB training with some discussion of future vision for ATTAINS.
    - Future outreach meetings will be more heavily focused on the future vision for ATTAINS.
  - Further outreach dates have not yet been determined.
  - Shera will be meeting with her management the week of October 19th to discuss the ATTAINS project. After that meeting more information will be known.

3.0   Action Items

Name	Task	Estimated Date
Ryan	Send list of tasks and bug fixes proposed for the next update to WQX Web	10/15/2009
Ryan	Send list of tasks and bug fixes proposed for the next update to WQX.	10/15/2009
Ryan	Send a link to the Mantis Issue Tracking System with login information	10/15/2009
Kristen	Send Andy the most recent version of the Tulsa Region VI training materials	
Kristen	Send Dave security form for Boston meeting	10/09/2009
Dave	Send the security form to Diane and cc: Shera	10/12/2009