



**To:** Distribution

**From:** Stephen Smith, Technical Writer

**Thru:** Teresa Sutch, STorage and RETrieval (STORET), Project Manager (PjM),  
Solutions Delivery Center (SDC)

**Subject:** Minutes of STORET Change Control Board (CCB) Meeting

## **1.0 Purpose**

A CCB Meeting was held on November 29, 2005 via teleconference. The purpose of the meeting was to review and address the status of current project activities, resolve project issues, and ensure that activities are within the scope of the Job Assignment (JA).

## **2.0 Attendees**

Christian, Kevin - Job Assignment Manager  
Sutch, Teresa - Project Manager  
Szajgin, Tracey

## **3.0 Discussion Topics**

- Products Since Last CCB.
- User Support.
- Administrative.

### **3.1 Introduction**

Attendees opened the meeting with a summary of project activities and a status of open action items. The Software Incident Report (SIR) Log (Attachment A) and User Support Log (Attachment B) are included as deliverables with these CCB Minutes.

### **3.2 Products Since Last CCB**

The following products were delivered and received:

- STORET Installation Guide for Oracle 9i.
- Textual output of source code for the STORET v2.0 Wise Installation.
- Textual output of the STORET system model as COOL:Gen generated C code including native COOL:Gen logic.

### **3.3 User Support**

The priorities and associated tasks as established in the last CCB were not changed. The estimates provided for the tasks were deemed acceptable as follows:

- Create Report Module Quality Assurance\Quality Control (QA/QC) Reporting:
  - Approach/Design (40 hours).
  - Development/Documentation (100 to 120 hours).
- Develop implementation plans:
  - Characteristic Inventory in Central Warehouse (100 hours).
  - Reference Table correction in Characteristic maintenance area (24 hours).
  - Document Central Warehouse download mapping (32 hours).

A meeting to review the design and implementation strategy for the Report Module QA\QC Reporting was set for December 6, 2005.

### **3.4 Administrative**

T. Szajgin confirmed that there was sufficient funding to cover S. Smith at full coverage (i.e., 100%) through January 27, 2006.

#### 4.0 Action Item Summary

Action items and their status are as follows:

| Number | Action Item   | Assignment | Date Issued | Status | Date Completed |
|--------|---|------------|-------------|--------|----------------|
| 0001   | Research VB.NET capabilities and provide response.  | B. Norris  | 06/02/2004  | Closed | 09/08/2004     |
| 0002   | Provide STORET team with copy of Dasler software.   | B. King    | 06/02/2004  | Closed | 08/25/2004     |
| 0003   | Provide BEACHES program with STORET architecture information (e.g., Entity Relationship Diagram, data definitions).               | J. Wilson  | 06/28/2004  | Closed | 07/28/2004     |
| 0004   | Run Extract, Transform, and Load (ETL) software week of July 12 <sup>th</sup> .   | J. Wilson  | 06/28/2004  | Closed | 07/28/2004     |
| 0005   | Provide copy of email discussing required changes to implement Uniform Resource Locator (URL) encoding for the Station Home Page. | B. Norris  | 06/14/2004  | Closed | 08/06/2004     |
| 0006   | Send Report Module v2.0.3 deliverable.  | S. Smith   | 07/28/2004  | Closed | 07/28/2004     |
| 0007   | Include scripts to remove orphaned rows and nullify type_name column in TSRCHALS for next reference table upgrade.                | L. Manning | 07/28/2004  | Closed | 08/23/2004     |
| 0008   | Investigate Integrated Taxonomic Information System (ITIS) data acquisition and supplementary data processing.                    | L. Manning | 07/28/2004  | Closed | 01/12/2005     |
| 0009   | Examine Native American Land (NAL) data for compliance to the Environmental Data Registry (EDR).                                  | B. Norris  | 08/23/2004  | Closed | 09/08/2004     |
| 0010   | Review structure of TSMNAICS table to see if it was expanded from its original source.  | S. Smith   | 08/23/2004  | Closed | 09/08/2004     |
| 0011   | Send Data Entry Module v2.0.1 deliverable.  | S. Smith   | 09/08/2004  | Closed | 09/08/2004     |
| 0012   | Prepare Entity Relationship Diagrams of the Central Warehouse and STORET Database for the National Conference.                    | B. Norris  | 10/8/2004   | Closed | 12/01/2004     |
| 0013   | Prepare graphs showing results converted to target units for possible use at the National Conference.                             | S. Smith   | 10/08/2004  | Closed | 10/21/2004     |

| Number | Action Item  | Assignment     | Date Issued | Status | Date Completed |
|--------|--|----------------|-------------|--------|----------------|
| 0014   | Email URL to access STORET Station Home Page and Extensible Markup Language (XML) stream to B. King.                                     | B. Norris      | 12/01/2004  | Closed | 12/02/2004     |
| 0015   | Update BLOBs on preformatted reports matrix for review at next CCB.  | S. Smith       | 12/01/2004  | Closed | 12/16/2004     |
| 0016   | Aggregate pertinent Reference Table SIRs for review and disposition.   | S. Smith       | 01/12/2005  | Closed | 03/03/2005     |
| 0017   | Schedule ITIS data load meeting.   | E. Bryant      | 01/12/2005  | Closed | 02/16/2005     |
| 0018   | Provide Practical Extraction and Report Language (PERL) and Statistical Analysis System (SAS) programs supporting ITIS data load to SDC. | L. Manning     | 01/12/2005  | Closed | 02/16/2005     |
| 0019   | Add a comment to the ALL_TAB_COMMENTS view identifying the full name of each STORET and STORET1 table.                                   | K. Christian   | 02/16/2005  | Closed | 05/04/2005     |
| 0020   | Provide L. Manning a report of duplicate Display Names and Taxon Serial Numbers found in ITIS data.                                      | G. Thadkamalla | 03/23/2005  | Closed | 04/07/2005     |
| 0021   | Send duplicate Taxon Serial Numbers found in data during development to L. Manning when duplicates are identified as Approved.           | G. Thadkamalla | 04/07/2005  | Closed | 04/21/2005     |
| 0022   | Send duplicate display names to L. Manning when duplicates are within the same hierarchical branch.                                      | G. Thadkamalla | 04/07/2005  | Closed | 04/26/2005     |
| 0023   | Provide rules and conditions for ITIS comment information extraction.  | L. Manning     | 04/07/2005  | Closed | 04/26/2005     |
| 0024   | Provide Report Module User Guide with Document/Graphic retrieval description.  | S. Smith       | 04/21/2005  | Closed | 04/22/2005     |
| 0025   | Provide list of display names truncated by the Taxonomy Update Utility.  | G. Thadkamalla | 05/17/2005  | Closed | 05/17/2005     |
| 0026   | Check on availability of DBMS_JOB package in production environment.   | K. Christian   | 07/13/2005  | Closed | 07/19/2005     |
| 0027   | Send latest TSRUOM to SDC development team.  | K. Christian   | 08/16/2005  | Closed | 08/23/2005     |
| 0028   | Send Source file for STORET v2.0 Installation Instructions.  | E. Bryant      | 08/30/2005  | Closed | 08/30/2005     |
| 0029   | Send script(s) that modify TSRUOM for unit conversion.   | S. Smith       | 08/30/2005  | Closed | 08/31/2005     |
| 0030   | Send material for Extensible Markup Language (XML) sample output.  | K. Christian   | 09/28/2005  | Closed | 10/3/2005      |

| Number | Action Item  | Assignment   | Date Issued | Status | Date Completed |
|--------|--|--------------|-------------|--------|----------------|
| 0031   | Make inquiries to the user community to develop and prioritize QA needs. | K. Christian | 10/11/2005  | Closed | 11/08/2005     |

## 5.0 Next Meeting

The next meeting was not scheduled.

## 6.0 Distribution

| Name             | Email                           |
|------------------|---------------------------------|
| Christian, Kevin | Christian.Kevin@epamail.epa.gov |
| McElhinney, Cary | Mcelhinney.Cary@epa.gov         |
| Sutch, Teresa    |                                 |
| Szajgin, Tracey  |                                 |
| Wilson, Joseph   | Wilson.Joe@epamail.epa.gov      |

## 7.0 Approval of Minutes

\_\_\_\_\_  
Kevin Christian  
Job Assignment Manager

\_\_\_\_\_  
Date

**ATTACHMENT A**

Software Incident Report Log

| <b>Software Incident Reports Since Last CCB - Period: 11/15/2005 - 11/28/2005</b> |                       |                   |   |
|---|-----------------------|-------------------|---|
| <b>System Version</b>   | <b>Date Initiated</b> | <b>SIR Number</b> | <b>Description</b>  |
| P   | 11/15/2005            | 1727              | Modify Data Entry Module Installation performed via Wise scripting to populate the \$APPDRIVE\$ and \$DBDRIVE\$ variables found in the STOREXP.bat and STOREXP.sql files. These files are used for the STORET database export and subsequent EPA data submission. |

Legend for System Version:

System Letter is concatenated with Version Number. System Letter Key:

P = Data Entry Module

**ATTACHMENT B**

User Support Log



| <b>User Support Log - Period: 11/15/2005 - 11/28/2005</b> |                       |              |                 |
|---|-----------------------|--------------|-----------------|
| <b>Date Received</b>                                      | <b>System Version</b> | <b>Issue</b> | <b>Response</b> |
|   |                       | None.        |                 |

Legend for System Version:  
System Letter is concatenated with Version Number