



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 January 5, 2006 at EPA. 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
Smith, Stephen
Sutch, Teresa - Project Manager

3.0 Discussion Topics

- Report Module Design Review and Validation.
- User Support.

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 Report Module Design Review and Validation

The Report Module Quality Assurance/Quality Control (QA/QC) Reporting feature was reviewed and validated through a live demonstration. Other members of EPA attended the

demonstration and provided feedback. Decisions and changes to functionality from the design review held December 6, 2005, live demonstration held during the CCB, and other phone conversations were established as follows:

Global

- Store Characteristic range values and other range parameters in memory rather than in a database table.
- Allow range values and other range parameters to be saved to a text file, and imported from a text file. Include range data with other parameter data as performed with the existing Save Parameter and Import Parameter functionality.
- For the Show All selection, flag result values satisfying the range parameters with a preceding asterisk (i.e., *). Provide mouse-over text to explain that flagged rows are preceded with an asterisk.
- Add functionality that includes the additional Results for an Activity when a result value satisfies the defined range parameter. Retrieved values will continue to be restricted to those that fall within the report definition (e.g., Physical/Chemical, Biological, Habitat Assessment).
- For the Include Activity Data selection, do not flag result values satisfying the range parameters.

RPT3 Report Parameters Window

- Change the Range button text to “Char Ranges”.

RPT8 Characteristic Range Values Window

- Add a Clear Range button to clear the range values and associated unit for a selected Characteristic.
- A button to clear all range values for all Characteristics is not necessary.
- Modify the range unit selection to provide all short_form_name units, instead of target_units, that are defined for the Characteristic Unit of Measure Type. Allow interrogation of result values against range parameters within the universe of convertible units.
- Add a Cancel button to ignore any changes made to the range parameter for a selected Characteristic.

- Add a radio button group with two selections offering interrogation of range values against result values that fall outside the range values or inside the range values. The selection will apply to range values for all Characteristics. “Inside” will be the default selection.
- Add mouse-over text that describes the range operator interrogation as being greater than (>), or less than (<). This is to help avoid a range operator interrogation assumption of greater than or equal to (>=), or less than or equal to (<=).

3.3 User Support

The requests for a Characteristic Inventory in Central Warehouse implementation plan, Reference Table Correction in Characteristic Maintenance Area implementation plan, and Central Warehouse Download Mapping document will not be performed in order to provide the enhancements for the Report Module QA/QC Reporting as described above.

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 th .	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

Number	Action Item	Assignment	Date Issued	Status	Date Completed
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
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

Number	Action Item	Assignment	Date Issued	Status	Date Completed
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
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 scheduled for January 18, 2006 at 10:30 A.M.

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

Software Incident Reports Since Last CCB - Period: 11/29/2005 - 01/04/2006			
System Version	Date Initiated	SIR Number	Description
			None.

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

ATTACHMENT B

User Support Log

User Support Log - Period: 11/29/2005 - 01/04/2006			
Date Received	System Version	Issue	Response
		None.	

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