

Data Strategy Implementation Subcommittee Meeting

Virtual

MEETING INFORMATION

Date: November 5, 2019

Time: 11 – 12 MT

Conference line: 1-669-900-6833

Passcode: 619 470 083

Online Meeting: <https://zoom.us/j/619470083>

AGENDA

Item #	Topic	Lead / POC(s)
1.	Introductions <ul style="list-style-type: none">Welcome Judy Wartella!	Group
2.	Meeting with Tod Dabolt and Co. <ul style="list-style-type: none">Review next steps	Emmy, Roshelle, GaBriella
3.	Quantifying Progress <ul style="list-style-type: none">How do we quantify our progress on the Strategy?	Group
4.	Process for Progressing Through the Strategy <ul style="list-style-type: none">Do the goals need to be completed in order?If not, what should be next?	Group
5.	Standards Database <ul style="list-style-type: none">Updates	GaBriella/Emmy
6.	Additional Items <ul style="list-style-type: none">Meeting Frequency	Group
7.	Review current assignments <ul style="list-style-type: none">https://trello.com/b/05EBSX4v	Group

In Attendance

<input checked="" type="checkbox"/> Cole Belongie	<input checked="" type="checkbox"/> Paul Schlobohm	<input checked="" type="checkbox"/> Emmy Harbo
<input checked="" type="checkbox"/> Judy Wartella	<input checked="" type="checkbox"/> GaBriella Branson	<input type="checkbox"/> Roshelle Pederson

Discussion

Introductions

We invited Judy to remain on the group after her detail ends.

Meeting with Tod Dabolt and Co.

- 1) Tod will work through his organization for approval to repurpose some funding to build out the data inventory tool, including graph visualization.
- 2) Steve, Roshelle and Chris will write a white paper to communicate our effort up our leadership chain and across the table with USDA/FS. This will reference the Data Strategy.

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3) The Data Strategy Implementation SC will prepare for implementation steps

- Continue populating Neo4j for data inventory and ontology effort
 - Plan and schedule Ontology workshop
- Socialize the workflow management capability with NWCG and PB
 - Document one workflow as a proof of concept for WF
 - Work with Kurt to implement

Quantifying Progress

The Data Strategy is a living document and will continue to evolve as times goes on. From that perspective there are no end dates to the strategy and it is therefore not possible to quantify. It is understood that on the outset things will be a heavier lift and as we progress through they will become less so and more of a maintenance type thing. In that way we can communicate progress as we move forward; as long as we understand where we are at and where we are going we can inform others as to our status within the Strategy. We will keep this in mind going forward.

Process for Progressing Through the Strategy

As we move through the steps following the meeting last week we will begin to identify additional areas of the strategy that we are working on. At this time there is no need to pick up another goal or objective.

Standards Database

1. Clean up labels in database – one label per node. Ensure that any other labels are captured as an attribute or relationship
2. Forms and the data they collect
3. Make sure Functional Areas in DB match the Enterprise poster
4. WFM RD&A Data Management Spreadsheet Reference Data (Judy has in a relational database now)
5. FAM IT Data Dictionaries
6. Possibly add label and attribute definitions
7. Completed position descriptions

Additional Items

Meeting Frequency

The meeting will continue on the first Tuesday of the month at 9 AM, 10 PM, and 11 MT and will run for 1 ½ hours.

Current Assignments

<https://trello.com/b/05EBSX4v>

We did not review any assignments at this time, but GaBriella will meet with Judy to run her through how we are using Trello to track our projects.

NEXT MEETING

Date: December 3, 2019

Conference line: 1-669-900-6833

Online Meeting: <https://zoom.us/j/619470083>

Time: 11 – 12:30 MT

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