

## MD iMap Technical Committee Meeting Minutes

Place: Center for Geographic Information Sciences: Meeting/Conference Room (Towson, Maryland)

Date: 04/07/09

Time: 2:00 PM – 3:55 PM

Attendees: Doug Adams (Balt. Cnty.), Rowland Agobede (MDA), Michael Bentivegna (CGIS), Kevin Boone (DNR), Ashley Buzzeo (CGIS), Kaushik Dutta (MdTA), Paula Ebnet (DOIT), Erin Lesh (MES/SHA), Julia Lukens (DBED), Lindsay Major (GOV), Stephanie Martins (MDP), Kenny Miller (MD GIO/DNR), Graham Petto (MDP), Frank Siano (MDE), Marshall Stevenson (Fred. Cnty.), Brooks Weaver (MES), Lakshmi Iyengar, and Brad Wolters (DHCD).

Summary: *The following minutes cover the notes that were taken during the MD iMap Technical Committee meeting that was held at location, date and time period noted above. This document is published for reference purposes only, and any questions as to its contents must be directed to either the Maryland State Geographic Information Officer (GIO) or the co-chairs of the MD iMap Technical Committee.*

### **AGENDA:**

- Welcome and Opening Introductions
- Drafting of Technical Committee Charter / Scope of Work
- Draft of MD iMap Vision
  - Serve as foundation for overall MD iMap Initiative
  - Delivery to MD iMap Executive Committee
  - Outreach Tool to Partners
- Presentation of DRAFT MD iMap Project Plan
- Update on Security – *Michael Bentivegna (CGIS)*
- Discussion and Review of Current and Expected Data Incorporation Policies
- Next Steps / Identify Action Items

### **HIGH – LEVEL TASKS FOR THIS MEETING:**

- Define the phrase “What MD iMap?”.
- Define Policies and Procedures for handling datasets (and applications) within MD iMap.
- Define the following items: (*Due to Kenny Miller by next meeting*)
  - Data Ingestion Protocols
  - Data Update Protocols
- Managing Services (Protocols)

### **TASKS TO ACCOMPLISH FOR NEXT MEETING:**

- Review the “MD iMap Vision” document and provide comments to Graham.
  - Due Friday, April 17, 2009.
- MD iMap Timeline / Project Plan
  - Timeline is due to Beth Blauer by COB on Monday, April 13, 2009.
    - This document will be presented to the Technical Committee at the next Technical Committee meeting which is currently scheduled for Tuesday, April 21, 2009 from 1:00 PM – 3:00 PM (Location not specified at this time).

## MEETING NOTES:

- Kenny Miller (MD State GIO)
  - State-wide effort
  - Co – Chair of the Technical Committee
    - Graham Petto
    - (Kevin Boone??)
  - Reviewed the baseline tasks from the Microsoft Project file. (*Gray Text items were not mentioned*)
    - Stabilize Performance
    - Infrastructure Build-Out / SAN Rebuild
    - Move EDGE Apps. Over to CGIS
    - Security
      - Short Term / Long Term
    - Data Ingestion Protocol
    - Data Update Protocol
    - Image Handling
    - Managing Services Protocol
  - Noted that meetings need to be either and not verbose / inefficient.
  - Focused on the need to update the Microsoft Project (Plan) file in order to measure what is and is not on schedule.
    - Due date: 04/13/09 (Monday)
- Vision Document – *Kenny spoke on this matter.*
  - *Starting Point* for adopting the system vision of MD iMap.
  - Need to generate an Executive, One – Page version of this document.
  - Need to generate other versions for different audiences.
  - Define what MD iMap is within the next six months vs. what it is in the next few years.
    - **FOCUS ON PROJECT PLAN.**
  - Vision document is a “work – in – progress”
  - A note was made that MD iMap should be defined by a few sentences rather than a few paragraphs.
    - Question: How much detail does this really require?
      - Executive Summary
      - Detail:
        - Hardware / Software
        - Users, etc.
- Review of the Vision Document – *Graham spoke on this matter.*
  - The document is a “High – Level Vision”.
  - It defines what MD iMap is / is not.
  - Eventual Audiences are:
    - Public (Govt. / General Public)
    - Private (High – Level Officials)
  - Security
- Question:
  - (Q) Should text be generated that shows the interaction between Federal and State entities in regards to MD iMap?
  - (A) This should be added in.
  - *Reference to the Memorandum of Agreement (MOA)*
- Confidentiality / Security – *Michael spoke on this matter.*
  - How will this be addressed?
  - As of today, we don’t have any formal security.
  - There is the possibility that you (Agency) will have your own data behind your firewall and then you will overlay your data within MD iMap.

- “Currently the data that is in MD iMap is **NOT** confidential.” – *noted by Kenny / Paula.*
- Data
  - Common Base Map Datasets
    - Imagery
    - Road Centerlines
    - Place names
    - Cadastral Data
    - Boundaries
    - Local and State datasets
- “Don’t let perfection get in the way of getting something up of use.” – *noted by Kenny.*
  - Assume that you DO NOT WAIT to get the data useable.
- Data Policies and Procedures
  - What is the dataset?
  - Who is responsible for it?
  - What parameters must be followed to publish it in to MD iMap?
- Guidelines / Rules
  - Protocols have not been set to date.
  - This needs to be done in order to regulate
- **TO DO:**
  - Review the “Vision” document and provide comments to Graham for the next meeting.
- Paula noted that we need to get in to further elaboration for what applications have been developed / will be developed.
  - MD iMap vs. Recovery Stat.
  - StateStat Apps.
    - ...for each agency.
- Brad (DHCD)
  - Talked about how DHCD needs to develop their own MD iMap within the next two weeks.
  - Brooks will work with him in order to get him the code he needs.
- Paula (GOV)
  - Noted that *this committee* needs to have the **policies and procedures** for maintain consistency for all aspects of development and deployment.
  - Need to walk through what items *this committee* is responsible for developing.
- Steering Committee:
  - **Meet Monthly**
  - Will meet on an as – needed basis.
  - No formal meeting date is scheduled at this time.
  - A comment was made that a schedule is needed!!
    - Many people agreed.
    - On the Governor’s Memo:
      - It specifies that the Steering Committee needs to meet at least twice a year.
- Technical Committee:
  - **Meet every two weeks – Tuesday (1 PM – 3 PM)**
    - **In face meetings (non – conference call)**
    - **NEXT MEETING IS 04/21/09.**
- StateStat
  - Adding in reporting for doing analysis during meeting.
- Counties
  - Need to be able to work with Counties in order help them along with adhering to the Policies and Procedures, etc.
  - Reference to “Priority Funding Areas” (PFA)
- Need to define:
  - Set the Authoritative Person / Agency for Each and Every Datasets
  - With each data layer, need to identify where it is generated, how often it is generated, etc.

- BRAC
  - New legislation...
- Brooks made a note of two items:
  - Disclaimer
  - Legacy information to tie to each dataset
- Paula
  - Made a note that we need to define priority datasets and then have that reflect in the timeline.
    - Parcels will most likely be a higher priority.
- Kenny
  - “Critical Areas” shown on MD iMap **will be the law**.
- “Don’t advertise a product and then don’t make it available.”
- Data Quality
  - (*Kenny noted*)
  - The Governor can’t have XYZ. But if he can’t have it now, when can he have it?
  - Marshall noted:
    - Use the Centroids for each parcel and then tag each parcel centroid with the information that specifies important information like PFAs.
- Kenny wants a ranked list of issues for the Steering Committee:
  - Datasets
    - Need to define dataset(s) ownership
  - Data Ingestion Protocol
    - What does someone need to know to get it in the system
  - Data Update Protocol
    - Do you update the data?
    - CGIS – side
    - Owner – side
  - Managing Services
  - Protocols by assigning Security
    - Who authorizes *what* level of security?
- Security (*Michael Bentivegna*)
  - Interim (short term) security piece that is being secured for Lindsay’s use with MD iMap.
    - Not scalable.
    - One login, see everything, all-or-nothing.
  - Long-Term Security
    - COTS package to security both applications and services.
      - CAMS (system)
        - Has not failed in 5 – years at CGIS.
    - Package will have the ability to *decentralize* services / datasets, etc.
  - Overall package (COTS) will be documented and presented to the group for approval.
  - Launch date is just before 07/04/09.
  - Noted issue with the LOAD BALANCER...
  - The Box (reverse proxy) is the system for Lindsay.
    - Question:
      - Will a reverse proxy be needed?
      - (This will be brought up in front of wider audience)
    - The reverse proxy was acquired because ESRI recommended it.
  - The reverse proxy is **ONLY** being used for Security and does not have ArcGIS on the server.
    - Lindsay has ArcGIS Desktop on her computer.
- Kenny noted that there is a broader perspective for keeping **all** stakeholders involved.
  - Paula
    - Made note to the State-wide Intranet (SWIGGY??)
- Timeline
  - Need to define who is the Project / Program Manager for **each** task.

- Need to establish a regular reporting schedule so that a status is always known **per task**.
- **Charter of the Technical Committee** – *Graham will work to get this information sent out to everyone.*
  - Need to **not** limit it to just the data – side.
  - 5 sub – committees
    - Data Sub – Committee
    - Application Sub – Committee
      - Charter is now being generated
    - Sub – Committee #3
    - Sub – Committee #4
    - Sub – Committee #5

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**-END MEETING-**