

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Aeris Conference Room (Baltimore, Maryland)

Date: 05/05/09

Time: 12:30 PM – 3:45 PM

Attendees: Frank Siano, Doug Adams, Brad Spittel, Julia Lukens, Brad Wolters, Kevin Boone, Paula Ebnet, Marshall Stevenson (*phone*), Lindsay Major (*phone*), Rowland Agbede, Kaushik Dutta, Michel Sheffer, Ashley Buzzeo (*phone*), Michael Bentivegna (*phone*), Catherine Luckhardt, Stephanie Martins, Mick Brierley (*phone*) and Brooks Weaver.

Did Not Attend: Cliff Mitchell, Lakshmi Iyengar, Kenny Miller, Graham Petto and Timothy Palmer (*Mr. Palmer was represented by Brooks Weaver*).

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:

- Action Item Review
- Determine Activities (e.g., specific policies, procedures, guidelines) Technical Committee will be responsible for and estimated dates that they will be completed
- MD iMap Timeline Review
- Review of Draft Documents
 - Charter
 - Vision
 - Data Submission Policy
 - Data Category Schema
 - Concept Proposal
- Review of Ag Print
- Hosting of Applications / Websites at Towson

MEETING NOTES:

- REVIEW THE ACTION ITEM LIST:
 - Add “Complete” Column to the Spreadsheet and updated accordingly.
 - Update Data Submission Policy and send to MD iMap Technical Committee
 - Ashley Buzzeo and Julia Lukens will provide comments.
 - Send Draft **DATA CATEGORY SCHEMA (MDiMap Schema.xls)** to MD iMap Technical Committee
 - Paula Ebnet sent out the latest version of this document via email today at 11:38 AM.
 - Schedule MD iMap Executive Steering Committee meeting for the week of May 11th, 2009.
 - Brooks Weaver noted that this is current scheduled for the 15th of May, 2009 within the latest version of the MD iMap Microsoft Project file.
 - Paula Ebnet noted that Kenny Miller should be notified that a formal meeting invitation needs to be distributed to members of the Executive Committee as soon as possible so as to schedule this meeting so that all members can attend.
 - Update the MD iMap Microsoft Project Timeline with dates for existing and near-term projects
 - Orthophotography

- [Paula Ebnet](#) asked [Mike Sheffer](#) when the next flight will occur.
 - [Mike Sheffer](#) responded by saying that this information is not public to date, but as of this time the next flight is tentatively scheduled for August 1, 2009.
 - [Mike Sheffer](#) also made a note to [Carl Henderson](#) of MD-SHA.
 - [Brooks Weaver](#) needs to follow-up with [Mike Sheffer](#) in order to get timeline information pertaining to the Orthophotography acquisition for the State of Maryland.
- DETERMINE ACTIVITIES (E.G., SPECIFIC POLICIES, PROCEDURES, GUIDELINES) TECHNICAL COMMITTEE WILL BE RESPONSIBLE FOR AND ESTIMATED DATES THAT THEY WILL BE COMPLETED.
 - Review “Policies and Procedures” section of the MD iMap Microsoft Project Timeline:
 - Need to know who to contact for issues, for adding data, etc. – [Julia Lukens](#)
 - **CONTACTS LIST** (*new document*)
 - Need to add the following items to the timeline:
 - “Application Guidelines”
 - “Application Policies”
 - “Application Procedures”
 - Standards / Documentation Discussion:
 - Should we standardize what software we are using? – [Frank Siano](#)
 - [Frank Siano](#) noted that he posed this question earlier to [Kenny Miller](#).
 - [Paula Ebnet](#) noted that each agency has different budgetary means/needs, and due to this they may not be able to afford software packages that other agencies may be able to acquire.
 - [Kevin Boone](#) noted that a Subgroup, from the MD iMap Technical Committee, needs to be established in order to outline standards that need to be enforced:
 - Development Standards
 - Interface Standards
 - [Paula Ebnet](#) / [Mike Sheffer](#) went on to note that the “standards will change over time.”
 - Changes will be proposed by the Technical Committee and will then be submitted to the Executive Committee for review and approval.
 - [Mike Sheffer](#) asked, “Who’s funding what and who’s been tasked by whom, etc.?”
 - [Paula Ebnet](#) noted that a document needs to be established:
 - The “MD iMap Branding Guidelines”
 - The group decided that the above, new document should be entitled:
 - **APPLICATION INTERFACE TEMPLATE** (*new document*)
 - This document needs to be added to the MD iMap Microsoft Project Timeline.
 - [Mike Sheffer](#) noted that “Cartographic Standards” needs to be included within this new document.
 - The group noted that trying to enforce common, cartographic standards between various agencies across the State of Maryland would be incredibly difficult. Therefore, the “Cartographic Standards” should be a “recommendations” section of the document, rather than a “requirements” section of the document.
 - Another document that was proposed at this time was the:
 - **APPLICATION ARCHITECTURE GUIDELINE** – [Kaushik Dutta](#)

- The new *Application Interface Template* document (see above) will be part of this document.
- Other, new documents that were proposed at this time were as follows:
 - **DATA SERVICES SUBMISSION PROCEDURES**
 - For Data Ingestion:
 - RAW Data Submission Policy
 - **WEB SERVICES POLICIES**
 - **APPLICATION SERVICE SUBMISSION PROCEDURES**
 - A document that outlines “How to use an MD iMap Service and How do I submit to it.” – [Brad Spittel](#).
 - **APPLICATION SERVICE APPROVAL PROCEDURES**
- At this time, the HOSTING Document was highlighted by [Michael Bentivegna](#).
 - He noted that the document has already been created by CGIS, and it will be submitted to the MD iMap Technical Committee for review, comment and adoption.
 - This document was distributed via email to the MD iMap Technical Committee on Tuesday, May 5, 2009 at 3:12 PM.
 - The file name of the document was **MDiMap Application Hosting Procedures 4-5-09 v3 57P.doc**.
- It was also requested that the following document be included in the list of new documents that need to be generated:
 - **SERVICES FOR APPLICATION DEVELOPMENT** – [Michael Bentivegna](#)
 - It was noted that this document will outline activities that focus on the following statement:
 - “When going live, these are the services that will be required to use.”
- A question was posted by [Brad Wolters](#):
 - “Should the (*MD iMap – like*) application be developed within SQL or FLEX?”
 - This question was posed by [Brad Wolters](#) (and others) due to the fact that consistency needs to occur among public – faced applications / websites due to changing technologies / demands.
 - But to that end, it was noted that if the application is private / internal, then it is up to the owning agency to develop their own structure.
- In regards to ESRI licensing, [Paula Ebnet](#) noted that a Statewide Enterprise License is being pursued.
 - [Paula Ebnet](#) noted that if an agency has not been contacted to date, they should contact her in order to inform her of this fact so that a line of communication can be established to move forward on this matter.
 - [Paula Ebnet](#) went on to note that with research that has been conducted with other states that have adopted ESRI Statewide Enterprise Licenses, the initial cost is quite high, but the eventual return on investment is worthwhile.
- Data Incorporation:
 - In regards to incorporating geographic and non-geographic datasets in to MD iMap – like applications / websites, it was noted that the owning agency MUST submit their own data based on standards that enable the data to be ingested in to the iMap-interface.

- A need was voiced for a FORM to be created in order to enable agencies, businesses, private organizations, etc. to submit new tools that they want to incorporate with MD iMap applications. Furthermore, generic metadata should be included in the form so as to state the purpose of the new tool. – [Kevin Boone](#).
- Outreach Documentation:
 - A few comments were made that focused on the need to have outreach efforts / documentation that help to spread the word to organizations / businesses / agencies that wish to establish their own MD iMap – like application.
 - The purpose of the outreach will be to show these entities that resources exist that can assist them with hardware / software support. Through this support, the new organizations / businesses / agencies will not have to invest in hardware and software due to it already being available through supporting agencies.
- New Documents List:
 - *The following list was generated by the MD iMap Technical Committee during this meeting. A spreadsheet that lists the priority of each document (as it should be created) will follow.*
 - **Application Architecture Guideline**
 - **Application Interface Template**
 - **Data Submission Policy (Draft)**
 - *Data Submission*
 - *Tabular Data*
 - *GIS Data*
 - *SHP (Shapefile)*
 - *GDB (Geodatabase)*
 - *Data Service Submission*
 - *Vetted¹ Map Services*
 - **Data Submission Procedures (Draft)**
 - *Data Submission*
 - *Tabular Data*
 - *GIS Data*
 - *SHP (Shapefile)*
 - *GDB (Geodatabase)*
 - *Data Service Submission*
 - *Vetted Map Services*
 - **Geoprocessing Service Submission Procedures**
 - *“How to Submit a Service”*
 - *Include audience information per service:*
 - *Public*
 - *Private*
 - **Geoprocessing Service Submission Policy**
 - **Geoprocessing Service Approval Procedures**
 - **Geoprocessing Service Approval Policy**
 - **Contacts List Document**

¹ Vetting. (2009, February 28). In *Wikipedia, The Free Encyclopedia*. Retrieved 20:39, May 6, 2009, from <http://en.wikipedia.org/w/index.php?title=Vetting&oldid=273832690>

- **MD iMap Application Hosting Guidelines** (*Draft*)
- **MD iMap Service Consumption Procedures**
- **Geoprocessing / Data Services Catalog**
 - *This document outlines what data and services are available for adding data and services in to the “iMap” – type application and services.*
 - *Also need to specify the public and private aspect to this document.*
- Glossary Review:
 - Glossary Additions:
 - **TOOL**
 - “The functionality of actions within an application; i.e., pan, zoom, query, find, etc.”
 - **SERVICE** (or **OBJECT**)
 - “A software process that provides data or computing resources to / for an application.”
 - **APPLICATION**
 - “A grouping of *Tools* that call *Services* to display information and / or provide an interface for dynamic interaction to users.”
 - It was noted that differentiation between Geoprocessing Services and Geocoding Services needs to be delineated within the glossary. – [Michael Bentivegna](#).
 - The MD iMap Glossary Website was demonstrated by [Kevin Boone](#).
 - The website address is:
 - <http://dnrweb.dnr.state.md.us/gis/mdimapglossary/>
 - The Search functionality was reviewed.
 - [Kevin Boone](#) noted that there is a need to build-in the ability to have multiple sources for definitions.
 - Also, it was noted that in the future there is a need to have the ability to submit a request for new additions to the glossary, as well as, to have the ability to submit changes / updates to existing glossary terms. – [Kevin Boone](#) / [Mike Sheffer](#).
 - [Doug Adams](#) noted that he has an ASPRS Hardcopy Dictionary that he will supply to [Kevin Boone](#) for an additional reference for adding new content to the MD iMap glossary.
 - All definitions that are gathered from external sources (e.g., ESRI, ASPRS, etc.) need to be researched and cited correctly so as to not plagiarize the content within the MD iMap Glossary.
- MD iMap Timeline Review:
 - The group briefly reviewed the document in order to highlight missing items.
 - This “brief” review will be remedied through a more thorough review of the Timeline when the latest version is distributed to the group later in the week (before COB on 05/08/09).
 - [Doug Adams](#) noted that a **Standard Microsoft Project Template** should be used in order to establish set timeline tasks per task types. This will help to keep things consistent, as well as, streamline timeline activities when new tasks are added and existing tasks are updated.
 - [Brooks Weaver](#) noted that he likes [Doug Adams](#)’s idea. But for the time being, the group needs to continue to move forward with the generation of the Timeline based on the current structure in order gather the necessary information to report back to the Executive Committee.
 - [Brooks Weaver](#) then noted that if someone can supply him with a standard template to use, then he will generate the two timelines together with the end goal of eventually adopting the standard template over the existing timeline structure.

- [Doug Adams](#) noted that a **Standard Checklist** should also be established so as to outline specific milestones per tasks; i.e., TASK 1 has STEPS 1, 2, 3 and 4 that must be accomplished in order to successfully complete TASK 1.
 - [Paula Ebnet](#) noted that, eventually, a one-page summary should be generated for each, major task of the project in order to provide information to all members so as to the purpose (and other important information) of each major task.
 - [Doug Adams](#) noted that a Color Scheme should be adopted for the MD iMap Microsoft Project Timeline.
 - GREEN
 - Task is on schedule.
 - YELLOW
 - Task is slipping from the schedule.
 - RED
 - Task has slipped out of schedule and / or is late.
 - BLUE
 - Task is complete.
 - It was noted that everything that has been completed to date needs to have a “100%” designation. – [Doug Adams](#).
 - [Brooks Weaver](#), once all updates have occurred based on the topics that were discussed within this meeting, will send out the updated MD iMap Microsoft Project Timeline to all MD iMap Technical Committee members for their review in Adobe PDF format.
- MOVING FORWARD:
 - The next MD iMap Technical Committee Meeting is tentatively scheduled for Tuesday, May 19, 2009.
 - [Brooks Weaver](#) will send out all documents that were discussed during this meeting in order to enable the members of the MD iMap Technical Committee to review and comment on them. This delivery will occur before close-of-business on Thursday, May 7, 2009. The documents that will be included in this delivery are as follows:
 - **Updated MD iMap Microsoft Project Timeline**
 - **Updated Action Items List**
 - Including the **New Documents Spreadsheet** that was created / outlined during this meeting.
 - **MD iMap Technical Committee Meeting Minutes**
 - **Updated Concept Proposal**
 - **Updated Vision Document**
 - **Updated Schema Document**

-END MEETING-