

# MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)  
Date: 07/07/09  
Time: 1:00 PM – 3:00 PM

Summary: *The following text cover the notes that were taken (by Julia Lukens) during the MD iMap Technical Committee meeting that was held at the Maryland Department of the Environment, Montgomery Park, at the date and time noted above. Further review of this document is required by Technical Committee Members in order to add/update the content noted herein.*

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## **GENERAL MEETING NOTES:**

### **• Document Review & Updates**

- Governance document – ready for Executive Committee
- Charter (Technical & Executive) includes:
  - Purpose
  - Meeting structure
  - Membership
  - Future membership

(Kenny Miller to bring the Executive Charter up to date using the available document template and to mirror the latest updates to the Technical Charter.)

- Document template(.dot file) includes:
  - Glossary reference
  - Version
  - Standardized sections
    - History

(The committee will work to retrofit existing documents using the new document template)

- Security document (requirements) – Michael Bentivegna and Kenny Miller

### **• Data Loading**

- Data fact sheet and other support documents required (FGDC metadata & MD iMap Fact Sheet)
- What data is currently in the MD iMap system & who owns it?
- Federal datasets inventory design (Paula's email from 6/30/09)
- Naming convention (unique identifier)
- Generate fact sheet from metadata automatically
- Maintain fact sheets on portal ultimately; Ashley & Graham to determine interim storage option
- RAMONA inventory system – federal owned
- Bringing together MSGIC, MMRG & MD iMap as a central portal site
- Data schema will be actual ISO schema & not “Americanized” version (review document to group)
- Service submission policy – what services should be available (web, geoprocessing, etc.)?
- MD iMap Open Forum capabilities

### **• Application Architecture Discussion**

- I page of issues for Executive Committee
  - One standard viewer ideal (reasons, costs, etc.)
  - Considerations for variations

- Screenshots as examples
- What does the option mean in 1 year?

- **Upcoming Meetings:**

- Technical Committee Meeting – July 21, 2009 (1 – 3p.m.) – teleconference
- Technical Committee Meeting – July 28, 2009 (1 – 3p.m.) – MDE
- Executive Committee Meeting – July 29, 2009