

MD iMap Technical Committee Meeting Minutes

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

Date: 05/19/09

Time: 1:00 PM – 3:30 PM

Attendees: Rowland Agbede (MDA), Michael Bentivegna (CGIS), Kevin Boone (DNR), Mick Brierly (MEMA), Ashley Buzzeo (CGIS), Kaushik Dutta (MDtA), Paula Ebnet (DoIT), Julia Lukens (DBED), Lindsay Major (Governor's Office), Rashid Malik (DHMH), Stephanie Martins (MDP), Kenny Miller (DNR/GIO), Cliff Mitchell (DHMH), Graham Petto (MDP), Mike Sheffer (SHA), Frank Siano (MDE), Marshall Stevenson (Frederick County), Jim Thomas (DHMH) and Brad Wolters (DHCD)

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 data and time noted above. Further review of this document is required by Technical Committee Members in order to add/update the content noted herein.*

AGENDA:

- Welcome and Opening Introductions
- Review of May 5, 2009 Meeting Minutes
- Status Updates on Action Items
- Document Priority 1 Updates:
 - Application Architecture Guideline
 - Application Interface Template
 - Contacts List Document
 - Geo-processing/Data Services Catalog
 - Glossary
 - MD iMap Application Hosting Guidelines
 - Concept Proposal
 - Project Management Template
- Base Imagery Service Discussion
- Timeline Discussion/Next Steps/Action Items

TASKS TO ACCOMPLISH FOR NEXT MEETING:

- Add Data Service Document to list
- Add caching levels information to Data Submission Policy and Procedures documents

GENERAL MEETING NOTES:

- Review of 5/5/09 meeting minutes
 - No updates to 5/5/09 meeting minutes
- Status Updates on Action Items:
 - Timeline – MES has updated version
 - Ready for Executive Committee review
 - When should the timeline be sent to the Executive Committee? – awaiting updates from Ken Miller and Tim Palmer (MES)

- Purpose statement included:
 - Share and communicate across multiple projects
 - Major dependencies and dates of action
 - Active projects in timeline
 - Major milestones included
 - Determining who responsible for what?
 - Referencing Doug Adam's email from 5/12/09:

Applications (Category)	Data and Services (Category)
Ag Print (Level 1)	Parcels (Level 1)
Requirements (Level 2)	Requirements (Level 2)
Design (Level 2)	Design (Level 2)
Build (Level 2)	Build (ETL) (Level 2)
Test (Level 2)	Test (Level 2)
Deploy (Level 2)	Deploy (Level 2)
	Monthly Refresh (repeat Build, Test, Deploy) (Level 2)

- Executive Committee Meeting – scheduled for Friday, May 29, 2009
 - Agenda to go out Tuesday, 5/25/09 (draft)
 - Final agenda to go out Thursday, 5/27/09 with specific topics to address during the meeting
 - Data from timeline document – share with them the goal of the document
 - Milestones in by next Wednesday (5/27/09) for timeline
 - All hardware is in and operational at CGIS
 - For projects that should be occurring, Technical Committee passes to Executive Committee to determine responsibility
 - Imagery purchase and statewide parcel map → new projects
- Vision Document – COMPLETE
 - Will be sent to Executive Committee for review
- Charter Document
 - To be emailed out to Technical Committee by 5/22/09
 - Comments by 5/27/09
 - Ready for Executive Committee meeting 5/29/09
- Data Submission Policy Document
 - Graham will resend to Technical Committee by 5/22/09
 - Comments by 5/27/09
 - Ready for Executive Committee meeting 5/29/09
 - Sharing rules to be included in metadata
- Graham Petto is the current owner of all documents for the Technical Committee
- Ken Miller is the current owner of all documents for the Executive Committee
 - Need to find a long term, centralized location for documents
- Data Submission Procedures Document
 - “How to” document – 6/16/09 is the new “Assignment Date”

- Data Category Schema Document
 - No comments thus far
 - Send to Executive Committee

- Emails going out to Executive Committee have also gone to secondary contact/alternate
 - Some departments need to double check who has received this email
 - Technical Committee will be cc'd in the future on emails going to the Executive Committee

- Data Layer Catalog – emailed today (5/19/09) to State and Regional partners
 - MD iMap ownership vs. EMMA ownership
 - Migrate to MD iMap ownership list – currently a wishlist
 - To date only sent to State and Regional contacts
 - Get sign-off that agency has accepted ownership
 - Add columns:
 - 1) Current Owner
 - 2) Target Owner
 - 3) Future/Planned (want, but don't have)
 - 4) Statute or Regulation
 - 5) Public or Private
 - Responsible agency: State agencies would oversee coming data up from Counties
 - Data ownership definition?, through COMAR?, need to follow up
 - Data discovery during first cut, move forward with consolidation
 - Add columns and definitions of what goes in each column
 - 2 sets: Currently Have vs. What We Want to Have
 - Submission policy – indicate in this document that metadata must be included
 - Data layer catalog inquiry – Graham to resend email with new columns
 - Secure vs. Non-secure data catalogs for MD iMap?
 - Metadata indicates security level?
 - Where is the catalog published, public or private location?

- Concept Proposal Document
 - Outline available

- Application Architecture Guidelines Document
 - Not set specs too narrow because of software options and updates
 - High-level user interactions
 - How apps set up on MD iMap? On agency site? Have predefined MD iMap pages? (example – www.mdimap.com/DHCD)
 - Facilitate common functionality across the board for all State agencies?
 - Mimic state website specs?, apps on left, data on left, map on right, establish containers
 - Open architecture, but established layout?
 - Need MDiMap portal under Technical Committee's control
 - Same viewer, but web page links to bring up unique data and functionality
 - No one would be creating apps. (public facing vs. interagency)
 - Add unique functionality to all to accommodate just one group?

- Get ESRI involved to solve question of common viewer, common apps using Flex code, may currently limit options
- Focused apps for specific users
 - 1 app w. different faces or multiple apps?
- Nail down technology or define SOAP and leave API option open?
- Consideration of Fed. Grant program requirements that would not be accommodated by iMap standards? (example – Green Print sites: front end w/90% content, click to map on another page)
- Common look and feel of basic functionality and layout
- Consideration of organizations who would need to reconfigure current websites – not intended to be retroactive
- Architecture group to meet with ESRI
 - This meeting will be open to others from Technical Committee – checking on fee for this meeting?
- Contact List Document – Details available from Ashley Buzzeo
 - Data service and Contacts lists combined
 - Service catalog indicates hosting facility in case something goes down (name, cached?, etc.)
 - Data catalog (layer in a service) indicates data owner for typos, errors on a specific data layer
 - Information related to services including functionality
 - Centralized location for info/services/data, etc. – portal for all of MD iMap
 - Home page showing catalogs available
 - Links to spreadsheet
 - Apps currently using services are identified
 - Public vs. private version of documents
 - Document should show what is current, not what is anticipated or wishlist
 - Search capabilities that tie data, services and contacts together
 - MD Mapping Resource Guide – can be used as a resource
 - Appropriate metadata for pushing data to this document
 - Include in Geoprocessing Submission Policy and Procedure and Data Submission documents
 - Fact sheet = required metadata
 - Prioritize the data sets, data set dependencies
 - What if not in GIS?, funding and who gets it into GIS format?
 - Spreadsheets in short term or mock-up portal – ultimately web capable
 - On Executive Committee agenda – who updates and maintains?, get them involved now
 - Use metadata to generate what's on webpage
- Glossary
 - MD iMap Technical Committee noted as collective source for definitions
 - Search function working
 - Need to add tool definition, web service definition, geoprocessing definition
 - Locate tab under help section of portal
- Application Hosting Document
 - Sent out by Mike Bentivegna (CGIS)
 - Awaiting comments
 - Security: options and trade offs

- Proposed architecture for security model (Visio doc from Mike Bentivegna)
 - Project Template/Timeline
 - Timeline only includes high level milestones
 - On-going document
 - Status sheets should be prepared before each meeting for all current projects
 - Link on portal
 - On status sheet: include Contacts, Participating Parties, indicate who to contact for what portion
 - Get information from ICC camera inventory status document as a guide
- Current Project Information
 - Baseline imagery for public facing pages?
 - Currently composite, scale dependent:
 - ArcOnline
 - NAIP 07 – public (DNR = owner for MD iMap, served @ CGIS, USDA source)
 - 6” imagery (served @ EDGE)
 - Scale appropriate imagery – allows for non-MD imagery to be included
 - Public Basemap Coverage versus Internal Basemap Coverage
 - Different imagery, different scales
 - Multiple Services:
 - Base maps (public/private)
 - Orthos
 - Pieces that make up basemap – construct own basemap
 - Can’t name 2 services the same thing
 - Security Model
 - Two scaling options
 - Handle more people
 - Handle more services
 - Redundant system for backup
 - Virtual machine on each web server for secure areas
 - Names have to be different
 - Categories for data layers
 - Schema for services - another document
 - Reuse data schema as guide
 - Naming conventions
 - Folder use vs. non-folder use
 - Desktop vs. web environment end users
 - Load balancers spread the load for effective operability
 - Allows for flexibility in the future
 - Monitor number of services and capacity to bring up to Committee for re-evaluation
 - Review number of services, servers, on boxes and capacity → status updates regularly from CGIS to Technical Committee

- Infrastructure can max out at set point and will be seeking additional funding in future → share with Executive Committee
- When do we upgrade to new release of software?
 - Backward compatibility
 - Can get service from 9.1, sent to 9.3.1 and sent out, all end users can consume
- ESRI UC conference – submit content to Alison Rice by 5/20/09

-END MEETING-