Minutes of Teleconference & Action Items

IPDA Archive Standards Working Group

Date: 3 October 2006, 16:00-17:00 UTC

Participants:

PSA: Joe Zender, David Heather
PDS-Geoscience Node: Susan Slavney, Ed Guinness
PDS-EN,JPL: Steve Hughes, Dan Crichton, Sean Kelly, Ron Joyner
PDS-Atmos: Reta Beebe, Lyle Huber

1. Action Items

20060905-01: SH to draft a requirements document. Initial requirements are to include those submitted by SHS and EG and the Data Model requirements drafted by SH. **Open**

20060905-02: SH to draft "archive standards" use cases from IPDA white paper. **Closed**

2. Summary

1. The minutes from the 5 September 2006 meeting were approved.

2. Action items were reviewed.

3. "Archive Standards Working Group" was accepted as the new name of the working group. "ASWG" was accepted as the new acronym of the working group. All references in documents and the Wiki site will be updated accordingly.

4. Final comments were requested on the draft Archive Standards Working Group Charter. RB suggested that "Provisional" be added to the name pending more formal and wider review at the November meeting. The suggestion was accepted by consensus. The question about what to do with Appendix A, Rules of Order and Membership Requirements, was tabled until the November meeting.

5. The draft Archive Standards Use Case document was reviewed. The following updates were suggested.

    o Actors – Add IPDA as an actor to Data Provider, Scientist and Researcher as qualifiers to Planetary Scientist, and Educator as qualifier to University.

- o Definitions – Add Scenario and Repository
- o UC-1 – Clarify "make compliant" versus "create a compliant" repositories cases; clarify that centralized is not implied; clarify the availability of toolsets and who develops them;
- o UC-2 - clarify relationship between data access and this working group.
- o UC-4 – omit managing – Local repositories will have their own management processes.
- o Add points from JZ 02-Oct-2006 email to WG as use cases.

6. Schedule next telecom – Next telecom scheduled for 31 October 2006, 16:00 UTC. Focus will be on November meeting presentation.

3. Schedule

A schedule has not yet been discussed.

4. Next Telecon/Meeting

The next telecon has been set for Tuesday, 31 October 2006, 16:00 UTC (17:00 ESTEC Time, 08:00 JPL/PDT)

5. Action Items Assigned

20061003-01: SH to update and distribute Provisional Charter.

20061003-02: SH to update and distribute Use Case Document.

20061003-03: All to review Use Case Document after distribution.

20061003-04: SH to prepare Use Case presentation for November Meeting.

_____
DC – Dan Crichton
DH – Dave Heather
EG – Ed Guinness
JZ – Joe Zender
SHS – Susie Slavney
SH – Steve Hughes

* Observing Member