Minutes of Teleconference & Action Items

IPDA Archive Working Group

Date: 5 September 2006, 16:00-17:00 UTC

Participants:
PSA: Joe Zender (No Net Conn), David Heather (Vacation)
PDS-Geoscience Node: Susan Slavney, Ed Guinness (MER Duty)
PDS-EN,JPL: Steve Hughes, Dan Crichton

1. Action Items
20060808-01: SH to edit WG Charter document with suggested corrections. **Done.**

20060808-02: All members to provide suggestions for the Working Group name, taking into consideration the working group's scope and objectives**. Done**.

20060808-03: All members to provide candidate requirements. **Done.**

20060808-04: SH to provide a definition of "data model" and provide examples. **Done**

20060808-05: All members to review and comment on proposed membership "gates". **Done**

2. Summary
1. The minutes from the 8 August 2006 meeting were approved.

2. Action items from the 8 August 2006 meeting were reviewed.

3. Suggestions for Working Group Name – SHS and EG suggest the name, "Archive Standards Working Group". This new name was acceptable to those present. The working group will vote on the proposed name change at the next telecon.

4. Additional Comments on Archive Working Group Charter – SHS and EG made additional changes to the charter document. These changes were acceptable to those present. There was a brief discussion on scope and the inclusion of both science and engineering data at this time. NASA PDS ITAR issues are currently under discussion and these would affect standards associate with engineering data (e.g. PDS NAIF). Those present felt that Engineering Data could be omitted until

the ITAR issue was resolved. The Charter would then be amended by the working group. The working group will vote for acceptance of the charter at the next telecon.

5. Discuss proposed Data Model requirements (Use Cases?) – SHS and EG had submitted high level requirement for each one of the objectives. It was suggested that a requirements document be drafted containing these and the data model requirements. SH took this action item. In a discussion regarding use cases, SH took the action item to generate some example "archive standards" use cases using the IPDA white paper.

6. Review proposed membership gates – SHS made some minor modifications to the membership gates and suggested that they be considered for the IPDA membership in general. SH agreed that a common process could be used however suggested that it might be applied separately to each group within the IPDA. For example, membership in the IPDA might not automatically imply membership in the Archive Working Group. Dan agreed to discuss with Joe, the proposed use of these membership gates in general within the IPDA. It was suggested that the membership gates be included as an appendix in the Charter document.

7. Schedule next telecom – Next telecom scheduled for 3 October 2006, 16:00 UTC (17:00 ESTEC Time, 08:00 JPL/PDT)

3. Schedule

A schedule has not yet been discussed.

4. Next Telecon/Meeting

The next telecon has been set for Tuesday, 3 October 2006, 16:00 UTC (17:00 ESTEC Time, 08:00 JPL/PDT)

5. Action Items Assigned

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

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

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DC – Dan Crichton
DH – Dave Heather
EG – Ed Guinness

JZ – Joe Zender
SHS – Susie Slavney
SH – Steve Hughes

* Observing Member