NCR Geospatial Data Exchange
Meeting Minutes

**When: Wednesday, August 31, 2011**

**Time: 10:00 a.m. – 12:00 p.m.**

**Where: 777 North Capitol St. NE – 1st Floor Rooms 4&5**

# Synopsis:

1. **Metering / Auditing**
	1. **Discussion on metering / auditing of access to published data feeds on the NCR GDE. What do jurisdictions want to see?**
	2. Metering could include how often data is transferred from “my library”.
	3. What’s the business value of metering?
		1. Need to know who is using the system and accessing different feeds
		2. How valuable is the information
		3. How much data is being used
		4. The number of times the data feed is used
		5. The number of occurrences that the feed is accessed
	4. It was stated that the number of times an individual feed is used shouldn’t be equal to the value of the newsfeed. Sometimes, in a special event, a link is very useful, however that same link isn’t used day-to-day.
	5. Data Sharing and Metering
		1. DC OCTO does not care who specifically is using their data, since the data is public.
		2. It is in the interest of VA to know the number of occurrences that a data set is used so they can apply additional resources if need be.
		3. MD communicated they would like to see the amount that a feed is accessed because if they see a feed has a lot of “traffic” but have never accessed it before, they will pay more attention.
	6. ***Summary:*** Consensus in the room is that metering is important and there is a need to know how much a data feed is accessed and when
		1. Everyone should beable to see the number of hits, but not necessarily who is accessing the information—except the data steward
		2. The following information will be tracked
			1. The number of people that have transferred the link into their own library
			2. The number of times a link has been “hit”
		3. Metering should be constantly rolling over a 30, 60 or 90 day period
2. **Project Status**
	1. Final requirements document is complete and signed.
	2. Hardware has been installed at Manassas which is the co-location for the testing/staging infrastructure.
	3. There may be an internal meeting to discuss policy on 9-8-11 with the CIOs and network manager to talk about security and infrastructure
	4. Testing/Staging Infrastructure
		1. Access to the Internet
		2. No access to the prototype yet
		3. Move forward with production after testing/staging
3. **Data Inventory**
	1. Robert Horne sent out a request for municipalities to identify their top priority data feeds
		1. Need for additional municipalities to submit their requests.
		2. The KCI Team will reach out to municipalities that have not yet responded to Robert’s request.
		3. The KCI Team will collect all of the information in a spreadsheet and distribute back to the project team.
4. **Schedule**
	1. Prototype will be deployed between September 6-9 at a 50% capability
	2. Round 1 deployment will occur on October 7th at a 90% capability
	3. Stakeholder design meetings will occur mid October
5. **Prototype**
	1. The functionality included in the prototype is as follows:
		1. Open hierarchy architecture
		2. Assignment of security level to user and dataset, appropriate mapping for visibility
			1. Users will be assigned a level from 1-4 which denotes their individual security level
		3. Creation of custom share groups (e.x. Hurricane Irene or Cherry Blossom Festival)
			1. Users will have the ability to create invitation lists based on name, role and groups
		4. ArcGIS Desktop publication
		5. Support of KLM/WMS for flex viewer
	2. The prototype is currently served up on the existing KCI/TS development infrastructures.
6. **Round 1**
	1. The functionality included in the Round 1 delivery will be as follows:
		1. Store log in information for secured data feeds
		2. Advanced search capabilities to discover published data feeds
		3. All users to broadcast message to the community (feature in a home page)
		4. Reference coordinate system in meta data
		5. Auto generated email to users prior to expiration of data feeds
		6. Flex viewer upgrades
		7. ArcGIS desktop publication fully functional
	2. Round 1 will be served from the Manassas co-location facility
	3. Users in different municipalities are encouraged to volunteer to test the tools.
7. **Round 2**
	1. The functionality included in the Round 2 delivery will be as follows:
		1. NCR Net connectivity
		2. LDAP ready
		3. Search capabilities in historical published data feeds
		4. Auditing and metering
8. **NCR GDE Portal Prototype Demonstration**
	1. New “share interface”
		1. Option to share to a custom group or share by role, or by individual state, county, or local
		2. Also ability to add an alert in the alert box
	2. Users are encouraged to look at the event type list and make suggestions
	3. Frequency and availability changed default to 2 weeks to prevent clutter
	4. Need security definitions from the Video Project
	5. Suggestion to add an “NCR” entity as part of the special groups which would include DC, VA and MD users
	6. Need to think about other special purpose districts like Park and Planning
	7. There will be additional guidance/training of how to set up individual special sharing groups
	8. Security level on data is set between 1-4
	9. Security level on users is set between 1 -4
	10. If entities like Pepco would participate, they would be considered private partners
9. **ArcGIS Desktop “Publish” Tool Demonstration**
	1. Users are encouraged to volunteer to test the Arc GIS component
	2. Suggestion to put a link to the Ar GIS on the NCR exchange and have everyone download it

The next meeting will be September 27th. Martha will send out an invite.