



DRAFT

Technical Leadership Workgroup

Minutes – Monday, September 22, 2008

1:00 to 3:30 p.m.

MESB/Mosquito Control Offices

2099 University Ave. W., St. Paul

Members Present: Mark Kotz, John Carpenter, Nancy Read, Chris Cialek, Jim Maxwell, Bob Basques

Members Absent: Robert Taylor, David Bitner,

1. Welcome, Introductions, Note Taker

Mark Kotz called the meeting to order. Nancy Read agreed to take notes.

2. Approve Agenda - Agenda approved without change.

3. Past Meeting Summary – Sept. 17 - John is working on the notes.

4. Finalize Invite List for Forum

Mark handed out a new version of the “Project Proposal” for the Nov. 20 Forum, including a proposed participant list (see proposal); team discussed. Want to end up with about 30 people, plan invites roughly as follows:

City – 5

County – 4

Regional – 4

State – 4

School Districts – 2

Watershed Districts – 1

Teachers (K-12) – 1

Academia – 3

Non-profit – 3

Private sector – 7

If City or County on list can't come, find alternate; for others, let total participants decrease. Members of our team are included in above totals if they are needed to represent certain areas.

* Chris will talk to Fred Logman about State people such as Dept. of Health or DEED.

* Chris will ask a K-12 teacher he knows; if that doesn't work, may try Sara Damon [damons@stillwater.k12.mn.us]

* John will ask Patrick Plant, Anoka –Hennepin

* Mark will talk to Sally Wakefield

* Chris will ask Nancy Rader for non-profit list

* John will contact LISC (Gretchen Nichols)

* someone(?) will contact U-plan <http://www.u-plan.org/>

5. Clarify Definitions

“Event Purpose” in new version of Proposal is good. After a lot of discussion, definitions were something like this:

Geospatial Application – A computer program, typically with a user interface, that queries, analyzes or processes geographic data and displays a result for the user. The application may use many services (see below).

Geospatial Web Service – A process that takes a request and gives back a result over the web (computer to computer).

We agreed that it is useful to be able to articulate what we mean by applications and services, but it is also ok to have general descriptions that describe typical use, not necessary to have strict categories.

6. Dry Run of Brainstorming

We tried out the “Lightening Round” and “Long Round” and made some refinements to the facilitation plan, including

- a) use a short phrase in Lightening Round, not just name
- b) have a form with headings printed (Name/short descriptive phrase (10 words), Benefit to your organization) instead of index cards for participants
- c) for Long Round, be sure and use timer (2 min? plus transition). Have a way for people to record additional comments or thoughts on paper and submit to recorders for inclusion in turn-around doc.
- d) for Long Round, use 4 headings for recording: Name of app/service, Benefit to your org., Resources needed, Issues & Related Ideas. Recording will be done on 2 laptops and projected.

We recommend doing another Dry Run with the recorders and technology in place, prior to the actual forum.

7. Adjourn

The group adjourned at 3:30

*Notes prepared by Nancy Read
Sept. 22, 2008*