Admin Committee Meeting Minutes
Regular Monthly Committee Meeting
Meeting Date: February 8, 2012

Attendance:

<table>
<thead>
<tr>
<th>Present</th>
<th>Position</th>
<th>Name</th>
<th>Member Company</th>
<th>Email</th>
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<tbody>
<tr>
<td>Yes</td>
<td>Chairman</td>
<td>Michael Emanuel</td>
<td>AeroMetric</td>
<td><a href="mailto:memanuel@aerometric.com">memanuel@aerometric.com</a></td>
</tr>
<tr>
<td>Yes</td>
<td>Member</td>
<td>Terry Allen</td>
<td>GeoFields</td>
<td><a href="mailto:tallen@geofields.com">tallen@geofields.com</a></td>
</tr>
<tr>
<td>On Leave</td>
<td>Member</td>
<td>Janice Fisher</td>
<td>Eagle Information Mapping</td>
<td><a href="mailto:jfisher@eaglemap.com">jfisher@eaglemap.com</a></td>
</tr>
<tr>
<td>Yes</td>
<td>Member</td>
<td>Gary Hoover</td>
<td>Enterprise Products</td>
<td><a href="mailto:ghoover@eprod.com">ghoover@eprod.com</a></td>
</tr>
<tr>
<td>Yes</td>
<td>Member</td>
<td>Olga Ingerman</td>
<td>Fluor</td>
<td><a href="mailto:olga.ingerman@fluor.com">olga.ingerman@fluor.com</a></td>
</tr>
<tr>
<td>Yes</td>
<td>Ex. Director</td>
<td>Janet Sinclair</td>
<td>PODS Association</td>
<td><a href="mailto:janet.sinclair@pods.org">janet.sinclair@pods.org</a></td>
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Meeting Called to Order
Meeting was called to order on February 8th at 1:30 pm Central, by Michael Emanuel.

Approval of Prior Meeting Minutes
The December 14, 2011 meeting minutes were approved.

Agenda
1) Review of Minutes from December
2) Review of Status
   a) Bugzilla Update (DME)
   b) Operating Guidelines Update (DME)
   c) Modularization Update (GH)
   d) Creation of Example dataset (DME)
   e) Discussion concerning meeting times to accommodate Emin
3) New Tasks
   a) Open Spatial Group
   b) GDM Working Group
   c) PODS Geodatabase Group – Terry
4) Additional Discussion
What does a fully documented industry standard data model look like?

Does PPDM have something we can borrow?
Implementation of the core is most important for interoperability, focus should be here.

Scripts Gallery – discussed the existence of this on the Wiki. Perhaps our documentation should reference it.
Gary Hoover discussed what the PODS Knowledge Base should look like, and later sent this document to Michael Emanuel for distribution. It is included in these minutes at Michael’s request.

PODS Knowledge Base

Content
- Data Dictionary
- Implementation Guide (Draft)
- Scripts Library (Started)
- Glossary of Terms (Technical/Data Model)
- Glossary of Terms (Pipeline Industry)
- Sample Code Domains
- Sample Database
- White Papers (Problems/Solutions)
- Case Studies
- Training
  - Webinars
  - User Conference Training Curriculum
  - UC Presentations
- Entity Relationship Diagram
- Primary Constructs/Table Relationships
- Data Model Standards and Conventions
- Frequent Questions
- Product Release Schedule/History
- Cost Benefit Case Studies (Why PODS?)
- Issue Tracking (Bugzilla?)

Functional Requirements
- Notification of New Material
- Searchability
- Categorical for Audience (Executive/Technical, Vendor/Operator, Beginner/Intermediate/Advanced, etc.)
- Categorical for Topic (Regulatory, Pipe Facilities, etc.)
- Comprehensive inventory of available documents
- Consumable formats
- Content User Ratings and Popularity

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<tr>
<th>No.</th>
<th>Person Responsible</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>ME</td>
<td>Contact Emin regarding joining the Admin team</td>
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Next Meeting
March 14, 2012 at 1:30 pm Central.