

**Attendance:****Present**

Craig Hawkins	BP
Zemfira Huseynli	Genesis Oil and Gas
Chad Rivers	Genesis Oil and Gas
Adam Davis	Wish Software Limited
Anjali Bhangay	Wood Group Kenny
John Linehan	Wood Group Kenny
Mike Scurlock	Project Consulting Services, Inc.
Kathy Mayo	PODS Association
Christa Freeman	PODS Association

**Absent**

Pete Veenstra	Willbros Engineering
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**Meeting Called to Order**

This meeting was called to order on February 04<sup>th</sup> at 10AM Central, by Craig Hawkins.

**Meeting notes and actions**

- ✓ Minutes of the January 15<sup>th</sup>, 2015 meeting were approved
- ✓ Reviewed action items from last meeting (January 15<sup>th</sup>, 2015)
- ✓ Charter update
  - Charter will be presented to PODS board members on February 05<sup>th</sup>, 2015
- ✓ PODS Offshore Domain Spreadsheet discussions
  - Team decided to keep Domain and PODS Enhancement spreadsheet separate for now
  - Discussed options about bringing SME for updating PODS Domain spreadsheet
  - Team decided to focus on PODS Enhancement spreadsheet for now due to time constraint
- ✓ PODS Relational Offshore Enhancement Spreadsheet discussion
  - John Linehan updated team about the progress made
    - Spreadsheet has been compiled and formatted based on comments provided by team
    - Primary Key (PK) and Foreign Key (FK) fields from BP Golden Build model will be retained
    - Core Report tables will be added back to the model
- ✓ PODS offshore Data Dictionary
  - Zemfira Huseynli compiled and updated Data dictionary spreadsheet
  - John Linehan will focus on updating core tables and its relationships with event range tables
  - Team will focus on updating definitions for tables and fields
- ✓ Discussed field Name conventions
  - Kathy/Christa will enquire with PODS committee about existing naming convention
- ✓ Discussed PODS Spatial Model fields
  - Team decided to focus on PODS relational model fields for this phase
  - Relational model can be upgraded to PODS Spatial model as and when needed
- ✓ Discussed options to present PODS Offshore data model to PUG
  - April may be too early to present
  - Consider presenting at PODS 2015 conference

**Action Items from Meetings**

No.	Person Responsible	Description
1	Kathy	<ul style="list-style-type: none"> <li>- Present PODS Offshore charter to PODS Board</li> <li>- Call John Linehan to discuss Domains</li> <li>- Enquire about Domain updates with PODS committee</li> </ul>
2	Christa	<ul style="list-style-type: none"> <li>- Schedule meeting for February 26<sup>th</sup> at 10 AM for 1.5 hours</li> <li>- Enquire about field name conventions/standards with PODS committee</li> </ul>
3	Pete Veenstra	<ul style="list-style-type: none"> <li>- Review Global updates proposed by the team</li> <li>- Question: Is it okay to modify Site core tables?</li> <li>- Question: How should we handle fields applicable to spatial model? (delete/keep/recommend?)</li> </ul>
4	John	<ul style="list-style-type: none"> <li>- Update core tables and its relationship with Event tables</li> </ul>
5	Anjali	<ul style="list-style-type: none"> <li>- Create meeting minutes</li> <li>- Create agenda for next meeting</li> </ul>
6	Team	<ul style="list-style-type: none"> <li>- Review Data dictionary and provide input</li> <li>- Review PODS offshore Enhancement spreadsheet and provide input</li> </ul>

**Next Meeting**

February 26<sup>th</sup> at 10 AM CST (1.5 Hours)