

**Attendance:**

**Present**

Craig Hawkins	BP
Kirk Cameron	New Century Software
Zemfira Huseynli	Genesis Oil and Gas
Mike Scurlock	Project Consulting Services, Inc.
Anjali Bhangay	Wood Group Kenny
John Linehan	Wood Group Kenny
Christa Freeman	PODS Association

**Meeting Called to Order**

This meeting was called to order on June 11<sup>th</sup> at 10:00 AM Central, by Zemfira Huseynli.

**Meeting notes and actions**

- ✓ Minutes of May 21<sup>st</sup>, 2015 meeting were approved
- ✓ Reviewed action items from last meeting (May 21<sup>st</sup>, 2015 )
- ✓ Reviewed and made updates on PODS Enhancement spreadsheet based on Kirk’s comments
  - The team agreed to the proposed changes with the exception of the SURVEY\_KEY\_SHEET.
  - Determined that although the information that is contained in the SURVEY\_KEY\_SHEET table must be available, the manner in which the information is stored should be streamlined.
  - Decided that a separate meeting to further discuss how the SURVEY\_KEY\_SHEET and the CP\_FEATURE\_READING tables should be modeled

**Action Items from Meetings**

No.	Person Responsible	Description
1	Christa	<ul style="list-style-type: none"> <li>• Schedule meeting for Tuesday, June 23<sup>st</sup> at 9:00 AM for 1hours</li> <li>• Create meeting minutes</li> <li>• Create agenda for next meeting</li> </ul>
2	John	<ul style="list-style-type: none"> <li>• Modify PODS Enhancement spreadsheet based on Kirk’s suggestions that were agreed by the team</li> </ul>
3	Team	<ul style="list-style-type: none"> <li>• Review PODS offshore Enhancement spreadsheet and provide input by COB June 22<sup>nd</sup></li> <li>• Review Data dictionary and provide input</li> </ul>

**Next Meeting**

June 23<sup>th</sup> at 9 AM CST (1 Hour)