Technical Committee Steering Committee Meeting Minutes

Regular Monthly Committee Meeting

Meeting Date: July 15, 2013

Attendance:

<table>
<thead>
<tr>
<th>Present</th>
<th>Position</th>
<th>Name</th>
<th>Member Company</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Board Liaison</td>
<td>Dan Palazzolo</td>
<td>Williams</td>
<td><a href="mailto:Dominic.d.palazzolo@williams.com">Dominic.d.palazzolo@williams.com</a></td>
</tr>
<tr>
<td>No</td>
<td>Team Lead</td>
<td>Christopher Moravec</td>
<td>Eagle Information Mapping</td>
<td><a href="mailto:cmoravec@eaglemap.com">cmoravec@eaglemap.com</a></td>
</tr>
<tr>
<td>Yes</td>
<td>Team Lead</td>
<td>Narmina Lovely</td>
<td>BP</td>
<td><a href="mailto:loven0@bp.com">loven0@bp.com</a></td>
</tr>
<tr>
<td>Yes</td>
<td>Team Lead</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>Release Coord.</td>
<td>Costas Kotzabassis</td>
<td>Mahindra Santyam</td>
<td><a href="mailto:ckotzabassis@chevron.com">ckotzabassis@chevron.com</a></td>
</tr>
<tr>
<td>Yes</td>
<td>Release Coord.</td>
<td>Chad Corcoran</td>
<td>Access Midstream</td>
<td><a href="mailto:Chad.corcoran@accessmidstream.com">Chad.corcoran@accessmidstream.com</a></td>
</tr>
<tr>
<td>Yes</td>
<td>Exec. Director</td>
<td>Janet Sinclair</td>
<td>PODS Association</td>
<td><a href="mailto:janet.sinclair@pods.org">janet.sinclair@pods.org</a></td>
</tr>
</tbody>
</table>

Meeting Called to Order

Meeting was called to order on July 15, 2013, by Dan Palazzolo.

Approval of Prior Meeting Minutes

June meeting minutes will be approved via email. Going forward, the plan will be to approve the minutes by email rather than on the call.

Agenda:

From this point forward, we will be maintaining the TC Task List on Google Drive. Prior to each monthly meeting, TC team leads are asked to update their sections, and we will review these updates during the TCSC meeting.

Mike Emanuel left the meeting early due to illness. The TCSC will meet on 7/18 to review his workflow document.

Dan’s items:
Loading of sample data into PODS 6.0 on Amazon. Will be easier to run create scripts in the development environment, and utilize a loader that we have to bulk load that data into that database. Will create an Oracle export, and import it into the Oracle server on the Amazon site. Aruna says we can then load from Oracle to SQL server.

Janet’s items:
Have solicited a proposal to develop “Thinking a PODS Implementation” document and training presentation. This will be submitted to the Board for approval on Thursday.

PODS Usage Statistics preliminary results published on PODS website under member surveys, and link provided in the recent newsletter to let members know. R&D will check and ensure Janet has latest scripts, and Janet will send to Operators who have not yet participated.

Christopher absent.

Aruna’s items:
Had good participation at her most recent meeting. R&D will ensure Janet has the latest scripts by 7/31/13 so that she can send to Operators who have not yet participated. Dan asked R&D to determine the relationship vs. unused tables and new tables added. Did people create their own instead of using the PODS tables. R&D will discuss this question at their next meeting.

R&D proposes doing a presentation on the Ineffective Tables results at the upcoming PODS UC. R&D is waiting on the test data to finish the Standard Views project. Dan says this will be 4Q13. Aruna agrees to continue as the R&D chair. May ask for volunteers at the UC to replace her.

Narmina’s items (Narmina absent):
Janet reported that the PODS Esri Spatial 5.1.1 Technical Specification has been sent to the TC, and asked for feedback to be returned to Narmina by August 1.

Costas feels idle and wants to find a role to be more engaged in some capacity. Interested in documenting standardization of work processes, or perhaps developing an implementation procedure. Is this work being done by one of the TC teams? Can Costas be a resource to help with this effort?

Chad’s items;
Data modeling team has split up the PODS specification into 12 sections, and delegated to team members. Approximately half have been completed.

Other Agenda Items:

The TC Update at the PODS User Conference.
- This will be a group presentation by Dan and each of the team leads. Total time ~ 1 hour.

Do TC teams have other more in-depth presentations that they want to provide for the UC?
- Aruna’s team will provide a session on the PODS Usage Statistics.
- Is there a presentation on implementing PODS 6.0 we can provide?
- Others?

We also need to assign presenters from the TC or Board for the PODS training curriculum.
Dan suggested Eric Thompson would be a good choice, Aruna not sure if he will be there.
We need TC or Board members to present these sessions:
- PODS Explained
- PODS 101
- Intro to PODS Esri Spatial
- Thinking About a PODS Implementation
- Other?

Proposed Video-conferencing
In an effort to enhance organization effectiveness, especially within the TC, Janet would like to start using video-conferencing for the TC team meetings and the TCSC meetings.
- TC team leads and Dan are in favor, only concern being working out the technical bugs.
- Should improve engagement on the calls, and also ownership in the team.
- Good alternative to face-to-face meetings.

Next Meeting: August 19th at 2 pm Central.
Action Items

<table>
<thead>
<tr>
<th>No.</th>
<th>Person Responsible</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next Meeting

Monday, August 19, 2013 at 2 pm Central.