

Notes – CEDEN User Group Meeting

Date: May 21, 2015
Time: 10:00 am to 11:00 am

Item No.	Item
1	<p><u>Introductions</u></p>
2	<p><u>Purpose of Group</u> <i>This item is to review that the purpose of the group is to get input from users and gain from their experiences. It is an advisory group to Water Board staff.</i></p> <p><u>Notes:</u> See the third slide in the attached Power Point Presentation.</p>
3	<p><u>Meeting Logistics</u> <i>Get input from meeting participants regarding meeting time and frequency. A few suggestions are to meet every-other month at 10 am on the third Thursday of the month; the fourth Tuesday at 2; or the third Tuesday at 11. Other times can be suggested but we will try to take a poll at the meeting in order to set the schedule.</i></p> <p><i>We will also discuss introduction protocols.</i></p> <p><u>Notes:</u> The group agreed to schedule meetings on the third Thursday of each month for an hour and a half, starting at 10 am. The meetings will be conducted over telephone and WebEx.</p> <p>Formal introductions will not be made at the beginning of each meeting. Instead, the group will rely on the “Participants” list available in the WebEx tool bar. Accordingly, participants should use their full names and affiliation when signing into WebEx. Participants should type the “Attendee Code” that WebEx provides when signing into a meeting into his/her phone after typing in the meeting access code. This will match the caller with the name in the participant window.</p> <p>See the attached screenshots for information on these requests.</p> <p>Additionally, when speaking for the first time during a meeting, the speaker should start by giving his/her name and affiliation. Users should also put phones on mute while not speaking (*6 can be used to mute and unmute phones for phones without a mute button).</p>
4	<p><u>Project Plan and Items to Discuss</u> <i>Review the working project plan that staff has developed and the current list of items for the group to discuss (attached).</i></p>

Item No.	Item
	<p><u>Notes:</u></p> <p>As shown in the attached Power Point slides, a schedule of CEDEN related projects was shared.</p> <p>Note that dates within the schedule are estimates and approximate.</p> <p>A list of items for the group to discuss was also shown and sent out with the agenda. Jarma suggested the CEDEN query tool be the first item for the group to discuss.</p>
5	<p><u>Wrap Up</u></p> <p><u>Notes:</u> Next meeting: June 18, at 10 am. We will discuss the query tool.</p>

CEDEN User Group

May 21, 2015



Today

- Purpose of Group
- Meeting Logistics
- Project Plan and Items to Discuss
- Wrap Up



Purpose of Group

- Discuss issues and make recommendations
 - Hear concerns of users
 - Gain from experience
- Gather input on priorities
- Advisory group to staff
 - Limited resources
 - Work within state government constraints
 - Work within Water Board structure
 - Governance



Meeting Logistics

- Frequency
 - Proposal: Every month
- Length
 - Proposal: 1.5 hours
- Schedule
- Introduction Protocol
 - Proposal: Use WebEx participant window
- Other?

Project Plan

Task Name	Duration	Start	Finish
Short Term	333 days	Tue 3/24/15	Thu 6/30/16
Data Checkers	71 days	Tue 3/24/15	Tue 6/30/15
Query Tool	132 days	Wed 7/1/15	Thu 12/31/15
SWRCB Loader	67 days	Fri 5/1/15	Sat 8/1/15
Vocabulary Improvements	268 days	Tue 3/24/15	Thu 3/31/16
Vocab Approval App	28 days	Tue 3/24/15	Thu 4/30/15
Updated Access to Controlled Vocabulary	55 days	Wed 4/15/15	Tue 6/30/15
Streamline Vocabulary Approval Process	153 days	Tue 9/1/15	Thu 3/31/16
EPA Grant Project	262 days	Wed 7/1/15	Thu 6/30/16
Connection to CIWQS	261 days	Wed 4/1/15	Wed 3/30/16
Connection to SMARTS	261 days	Wed 4/1/15	Wed 3/30/16
Long Term Solution	587 days	Thu 10/1/15	Fri 12/29/17



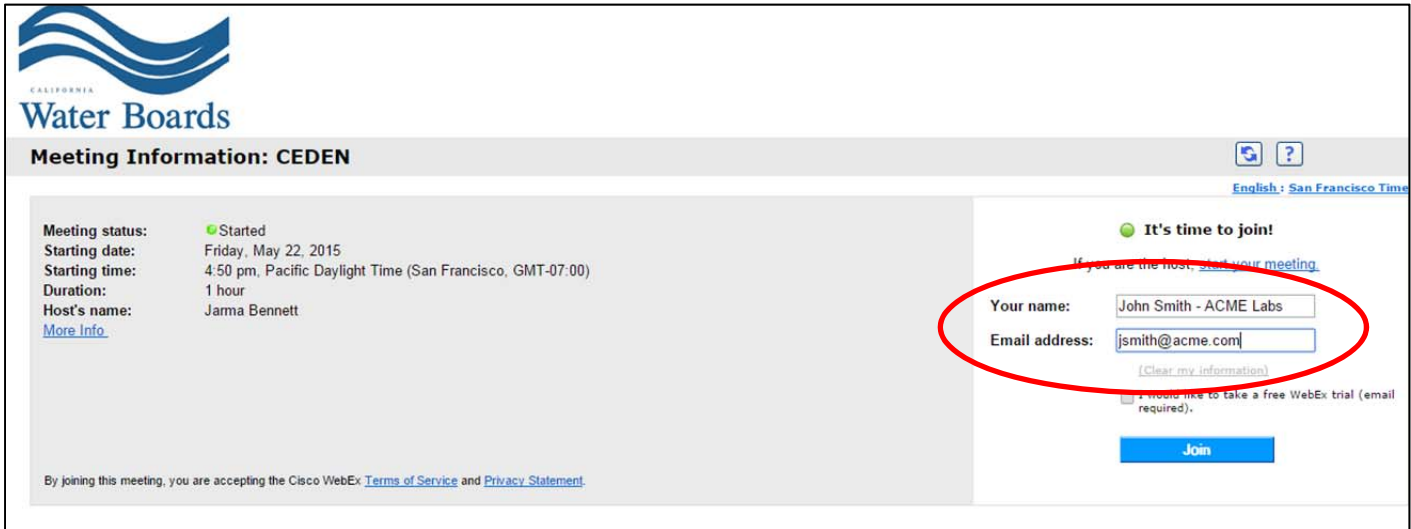
Items to Discuss



Wrap Up

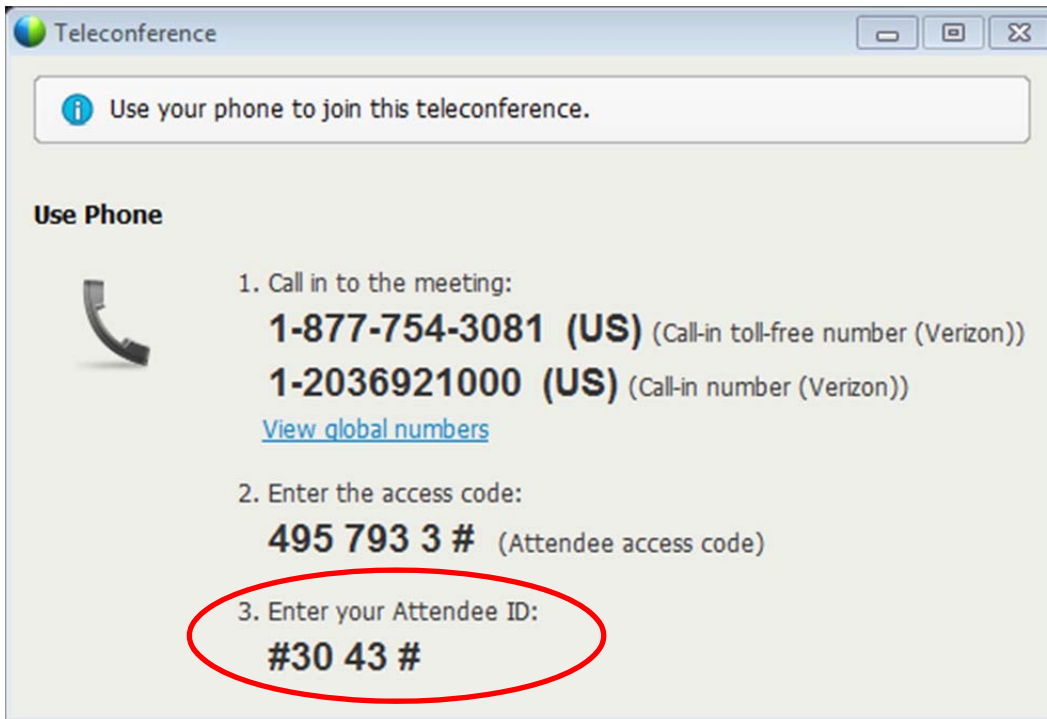
Recommendations for logging into WebEx

1. When entering your name, enter your full name and affiliation, to the extent possible. For example:



The screenshot shows the WebEx meeting join interface. On the left, under 'Meeting Information: CEDEN', it lists: Meeting status: Started, Starting date: Friday, May 22, 2015, Starting time: 4:50 pm, Pacific Daylight Time (San Francisco, GMT-07:00), Duration: 1 hour, and Host's name: Jama Bennett. On the right, under 'It's time to join!', there are input fields for 'Your name' (containing 'John Smith - ACME Labs') and 'Email address' (containing 'jsmith@acme.com'). These fields are circled in red. Below them is a 'Join' button and a checkbox for a free trial.

2. Once you have been placed into the conference call, use your phone's key pad and type in the Attendee ID given by WebEx in the dialogue box shown below.

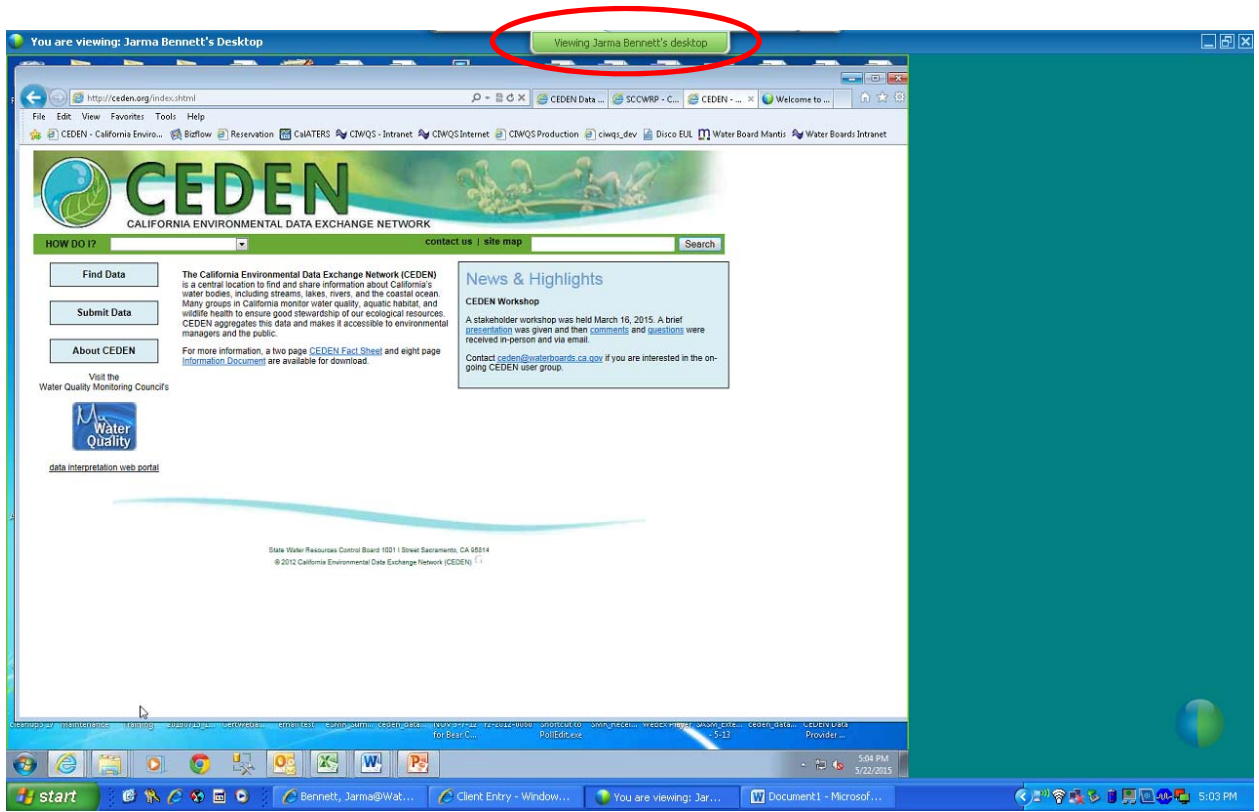


The screenshot shows a 'Teleconference' dialog box with the following instructions:

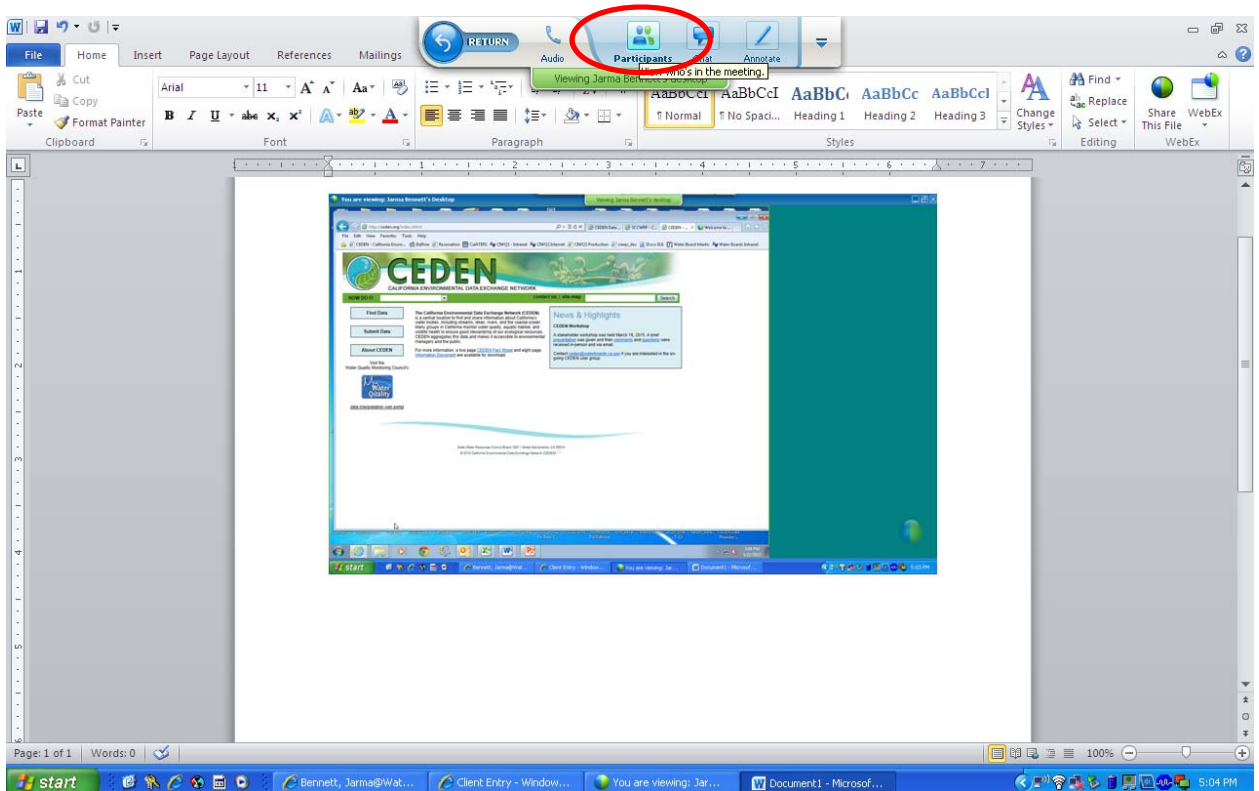
- 1. Call in to the meeting:
1-877-754-3081 (US) (Call-in toll-free number (Verizon))
1-2036921000 (US) (Call-in number (Verizon))
[View global numbers](#)
- 2. Enter the access code:
495 793 3 # (Attendee access code)
- 3. Enter your Attendee ID:
#30 43 #

3. During the meeting, participants can see who else is in the meeting by viewing the "Participants" pane. This can be accessed by

- a. clicking on the green WebEx tab



- b. When the tool bar appears, click on the "Participants" option



c. Review participants

The screenshot displays a desktop environment with a web browser window open to the CEDEN website. The browser's address bar shows the URL <http://ceden.org/index.shtml>. The website features the CEDEN logo and navigation links such as "Find Data", "Submit Data", and "About CEDEN". A "News & Highlights" section is visible, mentioning a stakeholder workshop held on March 16, 2015. On the right side of the desktop, a "Participants" window is open, listing "John Smith - ACME Labs (me)" and "Jar ma Bennett (Host)". The "Participants" window is circled in red. The desktop taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 5:04 PM and date 3/22/2015.