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California Water Quality Monitoring Council

Data Management Workgroup Agenda

June 18, 2014 — 1:00pm to 4:00pm

Conference Room 230
Joe Serna Jr. Cal/EPA Headquarters Building
1001 I Street, Sacramento, CA

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ITEM: #	1		Approx.Time:
Title of Topic:	**Introductions, Announcements & Agenda review**		5 minutes
Contact Person:	Steve Steinberg	steves@sccwrp.org, (714) 755-3260	

ITEM: #	2		Approx.Time:
Title of Topic:	**Workgroup membership and Structure**		10 minutes
Purpose:	Over time the participation and leadership of the DMWG has fluctuated and last meeting we lost one of the workgroup co-chairs.		
Desired Outcome:	Identify organizations/agencies and/or other entities who's participation in the DMWG should be invited .		
Contact Person:	Steve Steinberg	steves@sccwrp.org, (714) 755-3260	

ITEM: #	3	Approx.Time:
Title of Topic:	**Subcommittee reports/updates**	20 minutes
Purpose:	Subcommittees on: (1) Portals/Tools [including Mapping Technology]; and (2) Data Standards/Best Practices provide updates on their progress and discussion and identification of action items. A discussion of remaining tasks (if any) will be followed by planning for updated and/or refocused work plans for the remainder of 2013 relative to priorities discussed in Item #2.	
Desired Outcome:	Identify priorities for workgroups near-term and long-term.	
Contact Person:	Portals Cristina Grosso Jeff Kapellas Data Standards Tony Hale Nancy Miller Mark Emmerson	cristina@sfei.org, (510) 746-7371 Jeff.Kapellas@waterboards.ca.gov, (916) 324-9685 tonyh@sfei.org, (510) 251-8330 Nancy.Miller@water.ca.gov, (916) 657-4150 mark.emmerson@cdph.ca.gov, (916) 445-6190

ITEM: #	4	Approx.Time:
Title of Topic:	**Development of DMWG goals and workplan**	50 minutes
Purpose:	Since its inception, the DMWG has developed a charter and some supporting materials via its subcommittees. Moving forward, development of a formal business plan would help to guide the priorities and direction of the group. The Monitoring Council has indicated a desire for the Workgroups to develop workplans.	
Desired Outcome:	Establish an outline for the DMWG workplan and membership of a subcommittee to begin development of a draft workplan.	
Contact Person:	Jon Marshack Steve Steinberg	Jon.Marshack@waterboards.ca.gov (916) 341-5514 steves@sccwrp.org, (714) 755-3260

ITEM: #	5	Approx.Time:
Title of Topic:	**Break**	10 minutes

ITEM: #	6	Approx.Time:
Title of Topic:	**Communication Tools**	30 minutes
Purpose:	Review tools/technologies to facilitate effective internal communication of the workgroup and make a determination of which is most appropriate to facilitating our ongoing communication needs.	
Background:	At the previous meeting we discussed a number of options for improving communications within the DMWG, either revisiting the existing tool (provided courtesy of DWR) at: https://wqdata.water.ca.gov/home or other options such as Google Docs, Sharepoint, etc.	
Contact Person:	Nancy Miller	Nancy.Miller@water.ca.gov (916) 657-4150

ITEM: #	7	Approx.Time:
Title of Topic:	**Debrief and discussion of Environmental Data Summit**	45 minutes
Purpose:	Informational: provide workgroup members with summary and outcomes from the Environmental Data Summit held in Davis and Sacramento on June 5-6.	
Background:	Summit website: http://environmentaldatasummit2014.deltacouncil.ca.gov/	
Contact Person:	Tony Hale	tonyh@sfei.org, (510) 251-8330

ITEM: #	8	Approx.Time:
Title of Topic:	**Next meeting and items to agendize**	10 minutes
Purpose:	Identify topics and responsibilities for inclusion in our next workgroup meeting.	
Background:	Previously the DMWG selected the 1st Wednesday of even months for its meeting time. We delayed the June meeting to follow the Environmental Data Summit. Do we want to go back to the prior schedule or adjust this schedule to quarterly or another day/time is a consideration. *By the prior schedule, the next meeting would be: Wednesday August 6, 1:00-4:00pm at the Cal/EPA Building in Sacramento.*	
Desired Outcome:	Confirm and/or select date/time for future meetings and agendize topics for next meeting.	
Contact Person:	Steve Steinberg	steves@sccwrp.org, (714) 755-3260

Topic: Monitoring Council Data Management Workgroup
Date: Wednesday, June 18, 2014
Time: 1:00 pm, Pacific Daylight Time (San Francisco, GMT-07:00) Meeting Number: 741 724 645 Meeting Password: delta

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