eSMR User Group Meeting

Date: January 16, 2008
Time: 10am-11am
Room: Teleconference (SWRCB Staff Only – OIT Quiet Room)
Teleconferencing Number: 916-262-2271
WebEx Session Name: eSMR User Group
WebEx Password: water24
WebEx URL: http://waterboards.webex.com/waterboards

Item	Description	Purpose	Time	Lead
1	Meeting Items	▪ Introductions ▪ Approve past minutes ▪ Review agenda ▪ Past Action Items	10-1005	All
2	eSMR Report Levels	▪ Confirm Level 2 functionality to move Level 2 to design phase	1005-1030	Ron Robinette
3	Level 2 Process Flow	▪ Approve Level 2 process flow to allow development of level 3 and 4 process flow chart	1030-1055	Ron Robinette
4	Summary	▪ Summarize eSMR process and requirements gathered during meeting ▪ New action items	1055-11	All

Past Action Items:

Item #	Who	Action Item	Status/Notes
1	Darrin/Russ	Coding Process	Decide on policy of electronic submission process. Decide if submission is required in both electronic and paper format. Possibly break up into interim and long-term policy.
2	Don/All	DDLs	Review drop-down values used for electronic coding process and determine if there are any missing or no longer valid.
3	All	Confirm Requirements	Due 1/16/2008. Confirm process for level 2 eSMR functionality. eSMR_report_levels.xls
4	Hoang/Francisco	Level 2 Design Draft	PENDING. Mock-up screens created and reviewed during 1/9 meeting. At conclusion of requirements gathering complete mock-up screens will be created.
5	Ron/Don	Discharger Submission	Review Mantis issues related to "discharger screen", "error check", and "CDF Tool".
6	Don	Accelerated Monitoring	New. Discuss with Russ/Susan/Dan (1) interpretation, (2) how to handle, (3) develop a use case testing scenario to ensure system accommodates requirements.