eSMR User Group Meeting

Date: December 12, 2007
Time: 10am-3pm
Room: Los Angeles Regional Water Quality Control Board
                Carmel Room, 1st Floor (please bring a picture ID to show to security)
                Directions: http://www.waterboards.ca.gov/losangeles/html/directions.html
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	10-1015	All
2	Project Schedule	- Review the meeting topic schedule - Review the project development schedule	1015-1035	Ron Robinette
3	Permit Coding	Confirm requirements gathered during 12/5 meeting	1035-11	All
4	Current discharger eSMR submission process	- Document the current process for eSMR discharger users - View demonstration	11-1120	Don Swiden
5	eSMR Feedback	- Solicit feedback from everyone on suggestions for improvement to current process - Document changes requested	1120-12	Ron Robinette
6	Lunch	From 12pm-1:15pm	12-115	All
7	eSMR Feedback (cont'd)	Review suggestions from morning and collect any more	115-130	All
8	Proposed Solutions	Look at alternatives to current process/screens to better eSMR	130-150	Ron Robinette
9	Day Summary	Summarize discharger eSMR process and requirements gathered during meeting	150-215	All

Changes or additions to this agenda should be sent to rrobinette@waterboards.ca.gov

Past Action Items:

Item #	Who	Action Item	Status/Notes
1	Ron	Project Schedule.	New. Also include meeting schedule with potential topics.
2	Rassam	Coding Sheet	Send sample output of coding sheet to Ron.
3	Darrin/Russ	Coding Process	Decide on policy of electronic submission process. Decide if submission is required in both electronic and paper format.
4	All	Coding Process	Develop Quality Assurance/Quality Check process for electronic coding. Discharger/Case worker.
5	Don/All	DDLs	Review drop-down values used for electronic coding process and determine if there are any missing or no longer valid.
6	Susan/Kristen	Parameter List	Send Ron list of parameters that CIWQS does not have.
7	All	Confirm Requirements	Confirm changes/requirements for permit coding process.
8	Hoang/Francisco	Permit Coding Design Draft	PENDING CONFIRMATION. Create mock-up screens for changes/requirements gathered for coding process.
9	All	Discharger Submission	Review Mantis issues related to "discharger screen", "error check", and "CDF Tool" as the 12/12 meeting will be spent review the discharger portion of eSMR.