# Team Meeting Notes and Agenda 12-07-2009

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| **Time** | 11:00 AM   - 12:15pm EST |
| **Date** | 12/07/2009 |
| **Location** | telecon |

Lead: Denise Warzel

Moderator/Facilitator: Beate Mahious

## Attendees

| Team Member | Organization |
|---|---|
| Denise Warzel | NCI CBIIT |
| Beate Mahious | Semantic Bits |
| Rick Kiefer | Mayo Clinic |
| Brian Davis | 3rd Millennium, Inc. |
| Margaret Haber | NCI CBIIT |
| Sherri DeCoronado | NCI CBIIT |
| Baris Suzek | Georgetown |
| Patrick McConnell | Semantic Bits |
| Hua Min | Fox Chase |
| Shantanu Despande | Persistent |

## Meeting Agenda

### Topic 1

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| **Topic** | Walk through callers script on what questions to ask<br>By way of one sample walk-through of entering the information into online template |
| **Presenter** | Denise Warzel |
| **Time** | 1 hour |

### Topic 2

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| **Topic** | provide Baris, Hua, Shantanu and Patrick with Forum topics to deconstruct into the template |
| **Presenter** | Brian Davis |
| **Time** | 5 minutes |

### Topic 3

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| **Topic** | provide Baris, Hua, Shantanu and Patrick with priority topics |
| **Presenter** | Denise Warzel |
| **Time** | 10 minutes |

## Action Items

| Assigned To | Description | Due Date |
|---|---|---|
| Hua MinShantanuPatrick Baris | Starting Tuesday morning: Go through 18 Forum topics, create template for each (perhaps use more than one, for complicated forum postings) and fill in pre-interview information | Fri Dec 11 |
| Patrick | Make phone calls and fill in Interview section of template, as well as post interview as much as possible regarding:21090 datatypeMetadata to taverna | Fri Dec 11 |
| Baris | Make phone calls and fill in Interview section of template, as well as post interview as much as possible regarding:Model re-use bridge | Fri Dec 11 |
| Shantanu | Make phone calls and fill in Interview section of template, as well as post interview as much as possible regarding:Downloading Data Elements - Diane Reeves | Fri Dec 11 |
| Hua Min | Make phone calls and fill in Interview section of template, as well as post interview as much as possible regarding:Comparing Models- TBD (Denise and Bea) | Fri Dec 11 |
| Denise, Ann Wiley | implement changes to template as described in word doc from Bea from discussion today | Tue Dec 8 |
| Denise, Rick | Create table on initiatives page for Denise to assign Priorities and Requirement Analysts | Tue Dec 8 |
| Ann Wiley | Provide login and password for those RAs who don't have access yet and to Bea | Tue Dec 8 |