

DART Data Dictionary Meeting Minutes, 04-06-17

- Welcome Matthew Grover to the team. Matthew Grover was introduced to the team. Matthew is a Cognos author from College of Engineering.
- Review prior meeting minutes. Prior meeting minutes had already been approved virtually, using OneDrive
- Prepare for Data Cookbook phone call. The group finalized a list of questions for the Data Cookbook discovery phone call with iData's Brenda Reeb taking place at 9:30.
- Review metadata from the D2L project. The group has received draft metadata for D2L objects that are going into the ODS. The metadata was created by Kevin Buck and Eric Blazek. David had forwarded the draft metadata to the group and placed on OneDrive for collaborative review and updating. David added a column for team members to ask questions, make comments, etc. David asked that the comments be prefaced by the team members' initials so that we can know the source of the comment or question. David also created a Word document for questions that occur repetitively throughout the metadata spreadsheet, or for general questions that do not pertain to a specific column or table. The team agreed to individually review the spreadsheet, and then have a team review at our next meeting. Following that, Kevin Buck from IT will join us in a future meeting to review questions and comments. David said a balance must be struck between readability/understandability and perfection, as we do not want to cause any unnecessary delays for this data being made available to Cognos users.
- Data Cookbook phone call. The group participated in a discovery phone call with iData/Data Cookbook's Brenda Reeb. Brenda has first-hand knowledge of a Data Cookbook implementation from the customer end, having overseen and managed the Data Cookbook implementation while employed at the University of Rochester. Brenda has since left Rochester and now works for iData. The meeting notes from this phone call, largely created by team member Barbi DeLong, are found in another document.
- Next meeting, 4/20/17