DART Data Dictionary Subteam Meeting Minutes, 04-20-17

Attendees: Matthew Grover, Marcus Glenn, Susie Irwin, Lisa Moore, Barbie Delong, Lindsey Johnston, Matt Wesley, David Wilkins

- Welcome new team member Matt Wesley from IT. Matt works in Jeff Wall's group, helping to build the raw data layer, and said that data dictionary/metadata work fits within his responsibilities and interests.

- Metadata process flow for Data Dictionary Subteam. David presented a draft of a process flow diagram, charting how metadata flows to this group, communication channels, and how metadata ready for publication is sent to IT for promotion to Oracle tables where the metadata can be consumed via the web app. Feedback was given from the group. David will refine the process flow and resolve outstanding questions with DRRG and DGCC.

- Review D2L metadata and comments made in the D2L spreadsheet and Word doc mentioned in the e-mail below (there is still time to review/comment if you haven't done so already). David gave background on this project, and the Subteam began reviewing and developing additional questions regarding D2L metadata. 309 of 560 columns were reviewed. Questions of a repetitive nature, or questions that did not pertain to a specific column of data, were logged on a separate Microsoft Word document. It appeared that there are a number of columns that offer little or no reporting value, and probably should not be placed in a Cognos package. The draft metadata was written by Kevin Buck and Eric Blazek, who both work in IT. Matt Wesley works with Kevin and Eric, and offered to take IRR's questions to Kevin and Eric. It was hoped that the current number of columns could be pared down only to those that have reporting value. Matt will bring the revised documents back to this subteam for the next meeting. It is possible that Kevin and/or Eric may be invited to a future meeting of this subteam before the metadata is finalized. The D2L metadata spreadsheet and accompanying Word doc of questions may be found on the DART Data Dictionary SharePoint Online site, in Review Documents>Metadata.

- If have time, determine next steps regarding Collibra, Data Cookbook, and Informatica discovery. There was not enough time to address this issue.

- Other issues? None were raised.

- Next meeting: May 4, 2017