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| Minutes of Meeting | |
| Meeting Name : | CGMS Task Force on Metadata Implementation Telco 6 |
| Meeting Date : | *13.03.2015* |
| Meeting Location : | *WebEx Teleconference* |
| Minuted by : | Guillaume Aubert |
| Participants :   * ROSHYDROMET: Dr Zoya Andreeva [ZA], * EUMETSAT: Michael Schick [MS], Guillaume Aubert (co-chair) [GA], * WMO ET-SUP: Mikael Rattenborg [MR] * JMA: Yasushi Izumikawa [YI], Yoshito Yoshizaki [YY] * ISRO: Virendra Singh [VS] | |

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| 1. **Purpose of Meeting**  * Finalise the deliverables for CGMS 43 * Define next actions to fulfil the CGMS TF-MI mandate | ACTIONEE |
| 1. Meeting Agenda   1) Finalisation of the CGMS-TF-MI-SatelliteDataProductEssentialInformationForDiscoveryMetadata        - review/comments        - answer open questions to finalise the document        - path to version 1.0  2) WIS Portals Usability Reports and WIS Portal Study        - review/comments        - path to version 1.0  3) Future work        - CGMS preparation        - Metadata creation guidance documentation: mapping to ISO, ....  4) AOB |  |
| 1. **Introduction**   [GA] welcomed the participants and indicated that today’s Telco would be dedicated to the finalisation of the deliverables to be presented to the next CGMS in May 2015. The documents should be finalised by end of March 2015 and delivered to the CGMS secretariat.  For the general topics [GA] indicated that next week he would present the work performed by the CGMS-TF-MI during the ET-SUP working group. The presentation is available here: <http://bit.ly/etsup-presentation> |  |
| 1. **Finalisation of the CGMS-TF-MI Essential Information document**   A round table was organised to insure that all CGMS TF MI members agreed on the general document structure and contents. They all indicated that pending the minor changes the document could be presented by end of March at the next CGMS and submitted for information to the WMO ET-WISC and ET-SUP.  [GA] then shared the document to discuss the last open points regarding the some of the attributes. The following points where discussed:   - In 3.1 Product Information a clear definition and examples for the vertical, horizontal and temporal resolution is needed  - In 3.4 Instrument Information. Examples are needed for the vertical resolution  - In 3.4 Instrument Information. Is the temporal resolution needed at that level it is already present for the product ?  Two open points were left and the group decided to ask Anna Milan to provide a definition for the Horizontal and Vertical Resolution in the Production Information section and [VS] agreed to provide a definition for the Vertical Resolution at the Instrument Information level. | To get more details regarding the actions, see the Actions Table at the end of the documents  A1: [AM]  A2: [VS] |
| 1. ***WIS Portal Usability Report and WIS Portal Study***   [GA] indicated that those documents had been sent for review for the last two weeks and  would need to also be issued to the CGMS secretariat at the end of March 2015. He indicated that the WIS Portal Study that provided the detailed work performed on the portals by [ZA] would be provided as an annex of the WIS Portal Usability Report which contained more an executive summary of the work done and additionally the conclusion regarding the usability study.  [GA] organised a round table to get some review feedback from on those two documents. All members agreed that the document was reflecting the TF view and could then be submitted to the CGMS secretariat except [YI] that didn’t have time to review it.  [GA] said the all members had until the 18.03.2015 to provide some comments. No comments provided would mean that the document is view as ready to be submitted by all members.  These two reports would then be submitted to the WMO ET-SUP and ET-WISC for information/comments. | A4: All TF-MI members |
| 1. ***Future work***   [GA] asked members to confirm who will be present during the next CGMS in May in order to organise the work presentation as he could not go this year to the CGMS. A presentation could always be organised via WebEx but it would be beneficial to have one of the present member presenting the work of the Task Force. None of the CGMS TF-MI members had yet confirmation that they would participate to the CGMS 43.  [GA] also indicated that from end of April the CGMS TF-MI would then focus on creating the documentation based on the information model created up to know. A first step would be to map the information to the ISO model and then start writing the documentation and examples. This would take up to end of 2015. | A4: All TF-MI members |
| 1. **AOB and End of Meeting**   There was no other business to bring to the meeting and [GA] all participants. The next meeting will take place end of April 2015. |  |

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| **List of Actions** | | | |
| **Action #** | **Action item description** | **Due date** | **Actionee** |
| A1 | Provide a definition and examples for the vertical and horizontal resolution in the product information section | 20.03.2015 | [AM] |
| A2 | Provide a definition and examples for the vertical resolution in the insturment information section | 20.03.2015 | [VS] |
| A3 | All members to review the WIS Portal Usability Report and WIS Portal Study | 18.03.2015 | All TF-MI members |
| A4 | All members to confirm their participation to the next CGMS in NOAA | 4th Telco | All TF-MI members |