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| Minutes of Meeting | |
| Meeting Name : | CGMS Task Force on Metadata Implementation Telco7 |
| Meeting Date : | *08.10.2015* |
| Meeting Location : | *WebEx Teleconference* |
| Minutedby : | Guillaume Aubert |
| Participants :   * ROSHYDROMET: Dr ZoyaAndreeva [ZA], * EUMETSAT: Guillaume Aubert (co-chair) [GA], * WMO ET-SUP: Daniele Biron [DB], * JMA: Yasushi Izumikawa [YI],Toshiyuki Sakurai[TY], * IMD: Virendra Singh [VS], * NOAA: Yuanjie Li [YL], * CMA: Xu Zhe [XZ]. | |

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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  * Introduction: New members, * CGMS 43 outcome quick recap, * Metadata guidance documentation and templates creation: * Task definition, work organisation * Additional tasks: work organisation, * AOB. |  |
| 1. **Meeting Content**   [GA] welcomed the participants and asked every participants to introduce themselves in order for the new comers (Yuanjie from NOAA and Toshiyuki Sakurai) to allow them understanding the different skills and competences available from the team.  [GA] went to through the agenda content and reminded the outcomes of the last CGMS (CGMS 43).   * [CGMS-WMO Task Force on Metadata Implementation Satellite Data Essential Information for WIS Discovery Metadata](http://www.cgms-info.org/documents/CGMS-TF-MI-SatelliteDataEssentialInformationForDiscoveryMetadata.pdf) , * [CGMS-WMO Task Force on Metadata Implementation WIS Portal Usability Report](http://www.cgms-info.org/documents/CGMS-TFMI-WMO-WIS-Portal-Usability-Report.pdf)   And the objectives for the next CGMS 44   * Creation of guidance documentation for creating WMO Core Profile metadata records for the satellite data products, * Creation of metadata examples for the most representative products.   [GA] exposed an approach for achieving that objective for the next CGMS:  The organisation with the most experience with ISO metadata records and WMO Core Profile 1.3 can collaborate to create the mapping of the CGMS TFMI Satellite Data Essential Information (see document above) into WMO Core Profile 1.3. A round table indicated that only NOAA and EUMETSAT had experience with ISO metadata records. All participants agreed to leave that task to NOAA and EUMETSAT and review the outcome (potentially for the next Teleconference). [GA] indicated that somebody from EUMETSAT could create a first mapping for early November. The mapping could then be review/extended by [YL] from NOAA. It was agreed to have a Telco between NOAA and EUMETSAT once a first version of the mapping would have been produced.  In order to speed-up the creation of metadata records, [GA] inviting participants from the other organisations ROSHYDROMET, IMD, JMA, CMA to create examples as a table based on the list of essential information created for CGMS 43(see document above).  [VS] indicated that we should create a list of products to cover the most important categories of products (GEO, , Level 1, Level 2, Sounder, Imager, , Wind, .....) and provide examples for those. All the participants welcome that idea and it was decided to establish that list via email communication. [VS] would initiate the dicussion and propose a list of product to be described from IMD. Each organisation would indicate what product they intend to describe and the group would decide how to fill the gaps for covering the complete Satellite data product spectrum. This example can be provide as an excel spreadsheet and would be used later on to build the final example in WMO Core Profile 1.3.  All participants indicated that they could create such example for the next CGMS TFMI Teleconference planned in Nov (week of the 16th of Nov).  [GA] additionally mentionned that the group would have review the DBNet products and ensure that they can be described using the WMO Core Profile 1.3. If this is possible, [GA] indicated that one example of those products should be then added in the list of examples to be produced by the CGMS-TFMI. He proposed to further discuss that task during the next Telco. | [GA], [YL]: create a mapping from the information model to WMO Core Profile 1.3  [ZA], [TY], [VS], [XZ]:  Create an example of a typical product for each organisation using the essential list of information document created for CGMS 43.  All participants:  Create the list of products to be described in the guidance documentation  [VS]: initiate the discussion for creating the list of products via email. |
| 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 mid of November 2015. |  |

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| **List of Actions** | | | |
| **Action #** | **Action item description** | **Due date** | **Actionee** |
| A1 | create a mapping from the information model to WMO Core Profile 1.3 | 18.11.2015  8th Telco | [GA], [YL] |
| A2 | Create an example of a typical product using the essential list of information document created for CGMS 43 | 18.11.2015 8th Telco | [VS], [ZA], [TY], [XZ] |
| A3 | Create the list of products to be described in the guidance documentation | 18.11.2015 8th Telco | All TF-MI members |
| A4 | initiate the discussion for creating the list of products via email. | 18.11.2015 8th Telco | [VS] |