**December 12th-13th 2016 Staff meeting notes**

Web tools

* Make sure years are not spit when calculating N=30 and that it shows you what N = to.
* Transfer from ASGAD – Validation, timeline for transition – Can be done in time for 2017 season, will have to sit down with each biologist to go over the data and fix any errors/issues. NL will be the first group to do a validation/comparison with ASGAD and Web tool output.
* User restriction needs to be discussed more and implemented for each province. Ex: Subsector lines should not be editable by everybody.
* Run Tab = when clicking on the ‘info’ button, the stations are not in the right order.
* On the map, everyone would like to see the station numbers appear first. More discussion needed on the rest of the look and feel (bubbles).
* Site Tab= want an option to either put a range of years or minimum year so that stats aren’t calculated using data that is ‘too old’.
* Discussion was had on moving ‘Analyse Method, sample matrix, Lab’ into the sampling plan.
* Discussion on syncing sampling station location between web tools and ARC. I got lost a bit here but I think the consensus was that ARC view would be the bible and we would take our coordinates from there. Similar discussion was had for pollution source sites. Again would need help here to fill in the blanks on what was decided or if more discussion is needed here.
* To discussion with Charles how to better organise File Tab (will become very heavy once we start generation reports/tables).
* Big discussion on the need to have an intermediate tool/option to query information without having to create/edit templates for each possible scenario. Charles will look into integrating something into web tools (combo boxes, separate tab) or creating a separate interface for quick queries. Other option is to make CSV option more user friendly.
* What was the consensus on the rain information: if there is no rain data, put ≥ to last information we have. Also, will need to take a look at what rain data is missing and why.
* Will need a way to view/query other data types that aren’t routine (rain runs, CMP, etc.).

Sanitary Survey Data

* New tool/form here would be needed for students and contractors (PEI) going in the field and doing sanitary. The need for laptops/tablets here was discussed but also an interface similar to input tool. Charles will look at options including a web access for outside users.
* More discussion needed between provincial and sanitary team on what information they would need on the map and details for report.
* In the selection we have how far sites are from shore but could we also have an option for the width/span of the groupings?
* If multiple issues per site, can they be ordered by risk level first (view high risks first)?
* Discussion of whether or not we need to separate point/non-point source from maps/tables in future reports. More discussion is needed (Alpha/numeric option was discussed).
* Joe to meet with Chris and Jeff Stobo about a schedule to address those areas that are not within the water monitoring program but are used for relocation of shellfish. These areas are generally ‘restricted’.
* Discussion on accuracy of mapping from Webtools – Google to Arcview. No conclusion but users will proof final maps prior to submission

Report Writer Application

* Here also, make sure years are not split when selecting N=30
* Include option to select range of year, month/season and rain (dry, wet). Working group will speak with biologist from each province to compile a full list of ‘needs/wants’ and provide it to Charles before year end.
* Table 1 (Summery Statistics) and Table 3 (FC densities) need to be edited a bit more (line separating 5 runs, centering site numbers, dotted line between grouping of 5 sampling station) and merged together so that they are both generated in the same document instead of generating them separately.

Table 1, are we adding a column with current classification acronym or are we going with color coding?

* Report end product (do we change the template of the annual and reclass reports). More discussion seems to be needed here. End goal would be to have a one click on web tools to populate full reports and only have to edit discussion sections (2018). Could also only produce reports on demand?

Input tool

* Contractor considerations - Charles will look into creating a different interface or editing the current one by locking QA/QC portion (will work with working group). This new/edited application will be used internally as well until we go fully paperless.

Discussion was had also on putting a more generic definition in the contracts for data entry.

* Paperless discussion - tablet/laptop considerations – Could take a couple of years to get funding.
* Will remove email notification received when a sheet is sent from input tool but KEEP the over 500 emails.
* Will look into the possibility of pushing the approval stage to the input tool and grouping and/or having an ‘accept all’ option in the web tools to merge the data to the database instead of clicking on each one.

Other

* Discussion on past reports missing sanitary. Consensus was to keep pre Mike reports in draft and complete the post Mike reports.
* Chris would like to be updated on which students are still missing pay
* Chris sent request in for same amount of students as 2016. Waiting on approval.
* Julie, Patti and Dave C. to compile all information needed for consumables.
* Saint Christopher to secure four students, new truck and boat and $500,000 budget for sanitary surveys by April 2017. Elf in green shirt will assist.