Minutes of Data Architecture team meeting held on xxth xxx 2019

# Attendees:

Attendees: Gareth Watkins (chair), Kevin Lock, John Armstrong, Beata Lisowska, Naga Jeenu

Apologies: Dominic Hale, Steve Corcoran, Claire Bell

Absentees: Tomas Sanchez, Ryan Thomas

# Agenda

1. Action Points from last week
2. Team member reports
3. Any Other Business

# Minutes

## Action points raised at this meeting

## Action points outstanding from previous meeting

1. **Kevin** - to provide draft copy of latest collateral for New Starter pack to Steve. – **In progress.**
2. **Gareth** to ask Zoe to add an item in Thursday bullets around ESG feedback on Data Discovery. Still need to get feedback from Sandeep regarding the support we will provide ESG. – Still outstanding (will be revisited at the end of the Data Discovery exercise) – **On Hold**
3. **Beata** to arrange for the team to have a new e-mail address (suggestion is: [dab.team@ons.gov.uk](mailto:dab.team@ons.gov.uk)). This will be used for managing a common calendar and common distribution lists. **In progress**– with Colin Jones.
4. **Steve** to take handover of SRS work from John. Also need to drill-down to processes required (DaaS, DAP, SRS, etc) to get data loaded onto SRS.
5. **Kevin/Beata/Steve** – to provide review comments for the Team Vision document (by 2nd July 2019).
6. **Gareth** – to set up a meeting to review the team vision w/c 01/07/2019.
7. **Gareth** – to set up meeting with Julie Caldwell to discuss legacy Uplift wortk and the work required from Data Architecturre team (including DARP approval, data standards, data models, data design patterns and data journey documents).

## Report from Naga – For 17/07/2019

1. Data Standards:
   1. Draft for Parquet is complete and will be taken to DARP along with Address Format ; Work is progressing on Address Format standard
   2. Met DET to look at Priority Standards for them; Introduced standards done so far
   3. Data Standards for Geospatial Data – Setup a placeholder meeting to discuss on 18/7
2. Data Design Patterns:
   1. Work on Data Access Provisioning pattern initial draft is complete ; Initial Review meeting on Data Design patten held on 11/07; Updates based on the comments are in progress; DARP scheduled for 18/7
3. ESG Production process on DAP:
   1. Met Laura Richards from ESG to walk her through our proposal (ESG Data Handling in DAP) ; Next meeting on this with DaaS, DA, DST and ESG schedule for 30/7
4. DAP work:
   1. EQ Survey response object model is changing ; Needs updates to proposed generic model for storing this data in DAP
   2. Attended ONS Data Service - Pipeline Governance meeting with DA on 11/7
   3. DMAT POC support is in progress; POC is complete ; Final report/Paper is now being produced

## Report from Naga – For 24/07/2019

1. Data Standards:
   1. Work on Address Format is in progress
   2. Draft for Parquet is complete and will be taken to DARP along with Address Format ; Work is progressing on Address Format standard
   3. Met DET to look at Priority Standards for them; Introduced standards done so far
   4. Data Standards for Geospatial Data – Setup a placeholder meeting to discuss on 18/7
2. Data Design Patterns:
   1. DARP meeting to review Data Provision Pattern held on 18/7; Updates to Data Provisioning pattern based on DARP feedback is now complete; Final review and approval meeting with Gareth Scheduled for 24/7
   2. Created a list of JIRA tasks and sub tasks all the Data Design patterns in the backlog
   3. All JIRA tasks have now been added (by Kelsey) and verified by me
3. ESG Production process on DAP:
   1. Next meeting on this with DaaS, DA, DST and ESG schedule for 30/7
4. DAP work:
   1. EQ Survey response object model is changing ; Needs updates to proposed generic model for storing this data in DAP ;
   2. Meeting scheduled to catchup with Ryan on Census Data Ingestion and Pre-Processing
   3. Attended a meeting with DAS and DET to discuss a way forward for creating Standardised datasets; Sent references to relevant data design patterns to the group.
   4. Reviwed and provided feedback for the RBAC POC outcome paper
   5. RBAC naming convesions have been proposed and needs review

## Report from Naga – For 31/07/2019

1. Data Standards:
   1. Work on Address Format is in progress (Part of the current Sprint)
   2. Draft for Parquet is complete and will be taken to DARP along with Address Format ; Work is progressing on Address Format standard
   3. New sprint planning for the Standards held on 25/7
2. Data Design Patterns:
   1. Data Provisioning Pattern – Now approved
   2. Started looking at – Data Migration pattern
3. ESG Production process on DAP:
   1. Meeting held on 30/7 with DaaS, DA, DST and ESG ; Next steps are to gain concesus on Data Access management responsibilities for ‘working data’ ; Data organisation / Design support for ESG workspace
4. DAP work:
   1. EQ Survey response object model is changing ; Needs updates to proposed generic model for storing this data in DAP ;
   2. Met Ryan on census data Ingestion and Pre-processing
   3. Provided Summary on DA engagement with RBAC Project to DA leadership team

## Report from Naga – For 7/08/2019

1. Data Standards:
   1. Initial Draft for Address standard - Complete ; Sent out for Review
   2. Started work on Currency Standard; Requested access to BS / ISO standard
   3. Draft for Parquet is complete and will be taken to DARP along with Address Format
2. Data Design Patterns:
   1. Started looking at Data Migration pattern
3. ESG Production process on DAP:
   1. Meeting held on 30/7 with DaaS, DA, DST and ESG ; Next steps are to gain concesus on Data Access management responsibilities for ‘working data’ ; Data organisation / Design support for ESG workspace
   2. Waiting for next steps which is mainly around agreeing on operating model around working data
4. DAP work:
   1. EQ Survey response object model is changing ; Needs updates to proposed generic model for storing this data in DAP ;
   2. Provided feedback on the RBAC Naming concentions for Groups, Roles and Datasets
   3. Pepared Summary pack for the Proposed RBAC model for access control

## AOB

1. Annual leave - keep spreadsheet updated (dates now extended to October 2019)

<https://share.sp.ons.statistics.gov.uk/sites/DataArchitecture/add/Address/Data_Architecture/General_admin/Annual%20Leave/Annual%20Leave%20-%20DA%20team%20-%202018-19.xlsx>

1. People need to start thinking about their annual leave plans for the summer, and book early to avoid disappointment. (We need to arrange cover within the team and so we can’t all take annual leave at the same time.)