**10/23/2023 Meeting Notes**

**Invitees**

·         Required: Avery, Christine, Hassen, Laila, Sindhu, Satvinder, Lee, Steven, Kumari Archana, Huber Adrian

·         Optional: Yin Allen, Siegmund, Matt

**Attendees**

·         Avery, Christine, Hassen, Laila, Lee, Steven, Yin Allen, Kumari Archana

**Meeting Minutes**

·         Introductions, Roles & Responsibilities

·         Bring all historical pipe tallies into Foundry

o    It's in Excel formatted sheets on shared network folder - move to ESFT or some network from where OIT can ingest them onto Foundry

·         Pipe Tally sheets up until 2021 are uploaded in Geomart

o    Business has all Pipe Tally sheets stored on their network drive so no need to go to Geomart to source

·         Pipe Tally sheets are scanned for new data on monthly basis

o    Any given month could have a single sheet, multiple sheets, or no sheets [data]

·         Business has total of 287 Pipe Tally sheets from start to 2023

o    OIT to ingest all 287 Pipe Tally sheets onto Foundry

**Introductions, Roles & Responsibilities**

·         **Christine Avery**

o    Business Owner SME and maintains version control

o    Going on maternity leave for 3 months shortly so won't be joining calls when on leave

o    Direct and guide business team with requirements and/or other project tasks as needed

o    Business Ownership of the Ontology object

o    Source System and Ontology Metadata upload onto - <https://pge.collibra.com/dashboard>

·         Connect with **Matt Siegmund** in AKM for guidance on this

·         **Laila Hassen**

o    Product SME for ILI Pipe Tally and wants to make the process routine for rest in the team

o    Provide requirements for the project

o    Complete Business Requirements sheet in the [Ontology Object Template Gas TIMP Pipeline Tally.xlsx](https://pge.sharepoint.com/:x:/r/sites/ODGTeam/Shared%20Documents/Conceptual%20Model/Gas%20Ontology%20Federated%20Team/Gas%20TIMP%20ILI%20Pipeline%20Tally%20Public%20Ontology/Ontology%20Object%20Template%20Gas%20TIMP%20Pipeline%20Tally.xlsx?d=wcebe11d0b4ae44d9bef78fe2babdd1e1&csf=1&web=1&e=8bsUfa)

o    Provide object properties [columns/fields] metadata

o    Help complete requirements toward Object class Public Level 2 [Ontology Ownership and Maturity Tracker](https://damask.palantirfoundry.com/workspace/module/view/latest/ri.workshop.main.module.f7947030-7466-4810-a3e7-24cf4c12afb8)

o    Perform business data integrity, validation, and User Acceptance Testing [UAT] as applicable

o    Ontology Object Ownership assignment within Foundry

o    If useful - [BDS Onboarding.pptx](https://pge.sharepoint.com/:p:/r/sites/dma/Shared%20Documents/DM%26A%20Asset%20Registry/PwC%20-%20Asset%20Registry%20Docs/Asset%20Registry%20CDE%20Inventory/Cross-team%20Collaboration/BDS%20Onboarding%20+%20Kickoff/BDS%20Onboarding.pptx?d=w324055c8973c43c48844a760de4e7a75&csf=1&web=1&e=JpbgZ6)

·         **Steven Lee**

o    Analyst - Will review data integrity, formatting, metadata, etc. as project progresses

o    Complete Business Requirements sheet in the [Ontology Object Template Gas TIMP Pipeline Tally.xlsx](https://pge.sharepoint.com/:x:/r/sites/ODGTeam/Shared%20Documents/Conceptual%20Model/Gas%20Ontology%20Federated%20Team/Gas%20TIMP%20ILI%20Pipeline%20Tally%20Public%20Ontology/Ontology%20Object%20Template%20Gas%20TIMP%20Pipeline%20Tally.xlsx?d=wcebe11d0b4ae44d9bef78fe2babdd1e1&csf=1&web=1&e=8bsUfa)

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·         **Jayna Thanki**

o    Ontology Public Object Designer

o    Gather requirements and complete the Design-Data Mapping Base, Design - Data Mapping Curated, and Design - Data Mapping Augmented sheets within [Ontology Object Template Gas TIMP Pipeline Tally.xlsx](https://pge.sharepoint.com/:x:/r/sites/ODGTeam/Shared%20Documents/Conceptual%20Model/Gas%20Ontology%20Federated%20Team/Gas%20TIMP%20ILI%20Pipeline%20Tally%20Public%20Ontology/Ontology%20Object%20Template%20Gas%20TIMP%20Pipeline%20Tally.xlsx?d=wcebe11d0b4ae44d9bef78fe2babdd1e1&csf=1&web=1&e=8bsUfa)

o    Gather object properties/columns metadata

o    Gather object properties/column CDE [Critical Data Element] identification whenever possible

o    Spot check object property data as applicable for general data validity

o    Guide business toward Object Public class Level 2 maturity

o    Ensure project follows appropriate access model per [[02.21.2023] Access Model Migration Reader's Digest.pptx](https://pge.sharepoint.com/:p:/r/sites/DigitalCatalystAnalytics/Shared%20Documents/Foundry%20Operations/Ontology%20Maturity%20Implementation/Ontology%20Access%20Model%20Migration/%5B02.21.2023%5D%20Access%20Model%20Migration%20Reader%27s%20Digest.pptx?d=wcabaa026c92742119f165f837e429f7a&csf=1&web=1&e=fxbNsu)

o    Provide OIT [Ontology Implementation Team] public ontology consultancy

·         **Archana Kumari**

o    Ontology Gas Product Owner

·         Archana to fill in details as appropriate

·         **Adrian Huber**

o    Ontology Data Engineer

·         Build data pipelines per Ontology standards

·         Implement object ontology design on Foundry and create appropriate object layers

·         Set up appropriate datasets and object schedules, health checks, fidelity checks, as applicable

·         Demo object upon completion and when ready for business overview

·         Provide overall OIT and data engineering technical consultancy as needed

**Action Items**

·         Jayna to request access for business teams on Ontology Design artifact SharePoint – done

o    [Gas TIMP ILI Pipeline Tally Public Ontology](https://pge.sharepoint.com/:f:/r/sites/ODGTeam/Shared%20Documents/Conceptual%20Model/Gas%20Ontology%20Federated%20Team/Gas%20TIMP%20ILI%20Pipeline%20Tally%20Public%20Ontology?csf=1&web=1&e=kDH9Sw)

·         Jayna to send link to Ontology Design template for business review and input as applicable - done

o    [Ontology Object Template Gas TIMP Pipeline Tally.xlsx](https://pge.sharepoint.com/:x:/r/sites/ODGTeam/Shared%20Documents/Conceptual%20Model/Gas%20Ontology%20Federated%20Team/Gas%20TIMP%20ILI%20Pipeline%20Tally%20Public%20Ontology/Ontology%20Object%20Template%20Gas%20TIMP%20Pipeline%20Tally.xlsx?d=wcebe11d0b4ae44d9bef78fe2babdd1e1&csf=1&web=1&e=8bsUfa)

·         Jayna to follow up within OIT team on options for Pipeline Tally Excel sheet ingestion onto Foundry

·         Business to complete necessary Foundry trainings to get familiar with Foundry system and use

o    Use below link to get guidance on Foundry access and various trainings that are available

·         <https://wiki.comp.pge.com/display/ARAD/Palantir+Foundry>

o    Business to review BDS Onboarding PPT if useful. Provides information on CDE [Critical Data Element] identification process as well as many other data steward and SME related tasks as they apply to Ontology

·         [BDS Onboarding.pptx](https://pge.sharepoint.com/:p:/r/sites/dma/Shared%20Documents/DM%26A%20Asset%20Registry/PwC%20-%20Asset%20Registry%20Docs/Asset%20Registry%20CDE%20Inventory/Cross-team%20Collaboration/BDS%20Onboarding%20+%20Kickoff/BDS%20Onboarding.pptx?d=w324055c8973c43c48844a760de4e7a75&csf=1&web=1&e=JpbgZ6)