Meeting Subject: KDA Mobile WRIS Application Development Project Kick-Off Meeting

Meeting Date: 3/20/2014

Start Time: 9:30 AM

End Time: 10:45 PM

Location: KDA Offices (Topeka, KS) / Conference call with field office staff

Project Name: Electronic Data Collection Project

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| Attendees | Organization | Location |
| Chris Beightel\*Linda SibertJim BagleyMilton McCabe~~Brett Bunger~~Mike MeyerRachel DuranElizabeth FitchJeff LantermanShannon CainKatie TietsortBryan Claxton | KDAKDAKDAKDAKDAKDAKDAKDAKDAKDA KDABurns & McDonnell | TopekaTopekaTopekaTopekaTopekaGarden CityGarden CityStaffordStaffordStocktonTopeka (Forbes Field)Topeka |
| Jake Stevenson | Burns & McDonnell | Topeka |
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\* Indicates meeting organizer

Date Notes Issued: 3/25/2013

Meeting Notes:

1. Introduction
	1. KDA has four field offices located in: Topeka, Stockton, Stafford, Garden City
	2. Jim Bagley will fill the Water Rights Information System (WRIS) database expert role during the project.
	3. Linda Sibert will fill the enterprise GIS expert role during the project.
	4. Milton McCabe filled in for Brett at the kick-off meeting.
	5. BMcD developer, [name?] could not attend the kick-off meeting due to illness.
	6. Jim Bagley has extensive knowledge of the WRIS database dating back to the late 1970’s
	7. Elizabeth Fitch will be the Lead Field Representative and will lead the KDA efforts to disseminate requirements from the field offices.
	8. Jim Bagley noted that Elizabeth Fitch has experience supporting the rollout of the new web-based water use reporting application to field office customers and her experience will be beneficial during this project.
2. Project Scope Discussions
	1. Bryan Claxton noted that it is useful to name the new application and the overall project team should start thinking about a proper name for the new application.
	2. Bryan Claxton talked about the importance of prioritizing the requirements for the new application between “Must Have” and “Nice to Have”.
	3. Bryan Claxton talked about interim versions of the application as a possible project approach depending upon what is determined to be “Must Have” requirements.
	4. Bryan Claxton noted that training for KDA staff is built into the scope and the there are significant support hours built into the first month after acceptance testing.
	5. Hardware options were briefly discussed and it was noted that recommendations should be discussed in the near term to allow for purchasing and provisioning. Linda Sibert mentioned that KDA has a hardware agreement with Dell for the purchase of equipment and delivery and setup can take 4-6 weeks.
	6. Linda Sibert mentioned that Windows 7 would be the preferred OS platform for the field devices.
	7. Linda Sibert asked about data connection issues. Bryan Claxton noted that the application will be operational whether on- or off-line.
	8. Jeff Lanterman mentioned that hardware may need to be used for other operations in the field such as downloading data loggers that record outputs from water level transducers, rate sensors, and other data collectors, and these needs should be considered when hardware is selected.
	9. Bryan Claxton requested that KDA think about the enterprise GIS version and application development language that would be preferred for the new application.
	10. Bryan Claxton noted that the QT software development framework would provide KDA with more operating system flexibility if there was a need to use the new application on iOS or Android devices.
	11. Linda Sibert will be looking into the usage of ESRI ArcGIS Server 10.2.2 as well as whether there is a preference to use the QT software development framework with the C++ programming language or the .Net software development framework with the C# programming language.
	12. Linda Sibert noted that a new ESRI server license will cost KDA on the order of $10,000 per year.
	13. Linda Sibert noted that it is KDA’s goal to move the enterprise GIS database foundation from Oracle to SQL Server.
	14. The goal is to use industry-current development frameworks and software versions so that the new application is somewhat “Future Proof”. This will hopefully result in minimal to no application upgrade or migration needs over the first few years of its usage.
3. Project Work Plan
	1. Jim Bagley noted that the new application will include data that is currently stored in the WRIS database as well as information that currently doesn’t have a place in the existing WRIS Oracle database. The group agreed that it would be preferable to keep all the data collected with the new application. This may be accomplished by building new tables in WRIS
4. Project Schedule Discussions
	1. Bryan Claxton presented a draft project schedule for discussion and asked the KDA team if there were any project scheduling milestones or issues that needed to be kept in mind during the project.
	2. No major scheduling issues identified
	3. Chris Beightel noted that KDA offices will be moving to Manhattan over the month of June with completion of the move by June 30th.
5. Project Success Factors
	1. It was noted by the field offices that field visits by BMcD staff to get a feel for current work flow and processes are encouraged. As Jeff mentioned. “Seeing is believing”.
	2. It was noted that in order to build an application that effectively supports KDA’s needs both the actual field data collection and office data collation/management processes must be documented for the project.
	3. Rachel Duran mentioned that each field office has developed their own processes and workflows for creating and managing data.
	4. Field office staff agreed that KDA needs a standardized application that serves their field data collection needs.
6. Project Risks
	1. Bryan Claxton noted that the only foreseen project risk at this point was the release schedule of software if the .Net software development framework was chosen as the desired framework for the project. The .NET development software is not scheduled to be released until [July 2014?]
7. Project Communications
	1. Bryan Claxton and Jake Stevenson will be the primary contacts from the Burns & McDonnell project team and they will provide meeting minutes throughout the project so that all team members can be kept up to date.
8. Next Steps
	1. Bryan Claxton noted that the requirements gathering process will begin in early April.
9. Wrap Up

**Action/Follow Up Items:**

* + - 1. Think about possible names for new application – All Project Team
			2. Determine if the ESRI ArcGIS Server version 10.2.2 can be used for the new application – Linda Sibert
			3. Determine if there is any preference between the .Net or QT software development framework – Linda Sibert

Attachment