

**Monthly Local Application Migration Meeting Minutes
April 24, 2008**

ATTENDEES:

Pete Browning (CR)	X	Duane Carpenter (AR)	
Matt Davis (CR)	X	Ronla Henry (SEC)	
Eric Howieson (SR)	X	Mark Mollner (WR)	X
Greg Noonan (CR)		John Olsen (SEC)	X
Viet Phan (OCIO)	X	David Plummer (NCEP)	X
Jim Poole (NWSTD)		Joe Rubel (AR)	X
Thuy Tran (SEC)	X	Bill Ward (PR)	
Josh Watson (ER)	X	Edwin Welles (SEC)	X

MINUTES:

1. NCLADT (Olsen):

- **NCLADT' readiness for June 2nd TIM with Raytheon**
 - After the monthly Local Application Migration meeting, NCLADT successfully completed the exercises and decided to proceed with June 2nd for the TIM with Raytheon.
- **To do list for June 2nd TIM:**
 - Continue training for June 2nd TIM.
 - From TO8, identify issues with Raytheon's infrastructure code and enter them as TTR's to TestTrac (by 7/11).
 - **Note that developers should still enter TTR's after 7/11. However, TTR's entered prior to this date will be considered to be addressed by Raytheon in TO9 software delivery (October 2008 delivery to sites).**
 - Note items to include in local application development standards/guidelines
 - Review Regional local application lists (**Regional Focal Points to deliver to NCLADT by 5/23 or earlier if possible to allow more time for NCLADT to review**):
 - Identify common functionality
 - Identify functionality already covered in AWIPS II
- **Metrics reporting:**
 - # NCLADT who have completed all assigned exercise steps (*manual*) – **weekly**
 - As of 4/24, 13 out of 14 NCLADT members completed all assigned exercise steps.

The following metrics will be zero until activities start:

- # of JavaScript extensions written and posted by NCLADT (*manual*) – **monthly with AELC**
- # of local apps ported and tested by NCLADT (*manual*) – **monthly with AELC**

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- # of guidelines/best practices/standards published by NCLADT (*manual*) – **monthly with AELC**
 - # of local apps consolidated by NCLADT (*manual*) – **monthly with AELC**
- **Wiki and code repository (Viet Phan):**
 - Wiki: <http://140.90.75.227/trac>
 - Code repository: **Code depository using SVN (subversion hosting) will be ready by June 30, 2008.**
2. **Status from Regions and NCEP (Regional and NCEP Focal Points):**
- Sites and National Centers to provide local application inventory by 4/30
 - **Regional and NCEP Focal Points to provide their regional local application lists (with 90% programmers identified) to Thuy Tran by 5/23**
 - Remaining sites other than NCLADT to install TO8 by 4/30
 - Due to hardware availability and funding issues, not all sites will install TO8 by 4/30.
 - **Edwin to check the Hardware Refresh Plan for other hardware changes so that sites could purchase the same equipment (e.g., LX workstation refresh before AWIPS II deployment).**
 - Concurrence on template for monitoring local application developers' training
 - The template will be revised to allow tracking of TO8 install rate along with other training progress without imposing hard deadlines for all sites to meet.
3. **NWSTD Training update:**
- **Introduction to ADE will be available on NWSTD AWIPS II web site by early May, 2008.**
 - NWSTD will continue to provide update at this monthly Local Application Migration meeting when new modules become available.
4. **Local Application Migration tracking:**
- **Roadmap (Tran)**
 - Revised roadmap with work breakdown structures instead of individual's responsibilities have been posted on AWIPS Evolution web site/Site Migration: http://www.nws.noaa.gov/ost/SEC/AE/Site_Migration.htm
 - Roadmap will be revised to reflect the new deadlines in items #1 and 2 above.
 - **Template and metrics reporting (Tran, Welles):**
 - AWIPS Evolution Leadership Committee (AELC) requested metrics to report migration progress.
 - Active metrics at this time should be training metrics. These metrics are already included in the training metrics template provided to Regional and NCEP Focal Points. However, hard deadlines that are impacted by other factors, such as hardware availability and funding issues will need to be

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removed (e.g., 4/30 for all sites to install TO8), and progress in these areas should be tracked (e.g., rate of TO8 installation from each Region) with issues identified for management visibility.

- **Thuy will send revised metrics template to Regional and NCEP Focal Points for concurrence by 5/7.**
- **Project Management Tracking Tool (Viet Phan):**
 - Viet is investigating dotProject as the tool for Regional and NCEP Focal Points to use for progress tracking.
 - Thuy will send Viet the metrics templates to see if they can be automated using dotProject.
- 5. **AWIPS Evolution web site/ Site Migration (Tran):**
 - All existing documentation for local application migration are posted at http://www.nws.noaa.gov/ost/SEC/AE/Site_Migration.htm
- 6. **Next Local Application Migration Team meeting:**
 - May 22, 2:00PM – 3:00PM E.T.
 - Room 12246, Phone: 877-715-8144, Passcode: 478825#