

**Local Application Migration Meeting Minutes**  
**March 27, 2008**

**ATTENDEES:**

Don Britton (WR)	X	Pete Browning (CR)	X
Jason Burks (SR)	X	Duane Carpenter (AR)	
Matt Davis (CR)	X	Ronla Henry (SEC)	X
Eric Howieson (SR)	X	Paul Jendrowski (SR)	X
Mark Mollner (WR)	X	Jay Morris (OPS)	X
Greg Noonan (CR)	X	John Olsen (SEC)	X
Viet Phan (OCIO)	X	David Plummer (NCEP)	
Jim Poole (NWSTD)	X	Thuy Tran (SEC)	X
Bill Ward (PR)		Josh Watson (ER)	X
Edwin Welles (SEC)	X		

**Minutes:**

**1. Local Application Migration Roles & Responsibilities Document and Local Application IWT (Tran):**

- Local Application Migration Roles & Responsibilities Document has been approved by the Regional Directors.
- ER approved with comments. The document will be updated with ER' comments and re-distributed.
- The Local Application IWT no longer exists. Most of the IWT members will continue to participate in the Local Application Migration process as specified in the Local Application Migration Roles & Responsibilities Document.

**2. Collecting local application information from offices (Tran):**

- Final template with CR' comments have been sent to Regional Focal Points and NCEP to request information from HIC's/MIC's and National Centers' Directors.
- Due date from offices – April 30, 2008:
  - MIC/HIC to identify programmers from their office for local applications created or maintained by their office. If they cannot recommend any programmer from their office for an application, then leave it blank.
  - The Regional Focal Points will work with MIC's/HIC's (and in some cases, such as applications that span Regions, they might also coordinate with NCLADT) to identify programmers for applications with no recommended programmers.
- Regional Focal Points send Regional Local Application lists to NCLADT and Headquarter May 7, 2008:
  - Regional Focal Point will combine local application lists received from their offices into a Regional local application list and send it to NCLADT by May 7, 2008 so that NCLADT could review the local applications prior to the June 2<sup>nd</sup> TIM.
  - By May 21, 2008, Regional Focal Points will have ~ 90% of programmers identified for the applications in their Regions. The remaining programmers will be identified by late Summer, 2008.

## Local Application Migration Meeting Minutes March 27, 2008

- Programmers will need to be identified as early as possible in preparation for AWIPS II training and workload allocation.
  - **ACTION:** They will modify The Local Application Migration Road Map to indicate that by May 21, 2008, the Regional Focal Points will start tracking the local application migration progress (May 21, 2008 is currently the milestone for the Regional Focal Points to identify programmers for all local applications).
3. **NCLADT (Tran, Olsen):**
- Select team members by March 28, 2008:
    - NCLADT members will include one representative from each Region, 1 from NCEP, two additional RFC programmers, Jay Morris from OPS, and John Olsen as Technical Advisor (SEC).
    - NCLADT will coordinate with the Regional Focal Points as needed to get assistance from RFC's. For now, Regional Focal Points will notify their RFC offices in advance of this potential need from NCLADT.
  - Prepare for 6/2 TIM with Raytheon and NCLADT face-to-face meeting:
    - Notify Jim Poole if need travel funding:
      - Jim Poole will pay for 10 slots from the Regions and NCEP to attend the June 2<sup>nd</sup> TIM. If there are more than 10 members, then the Regions will have to pay for the additional programmers to attend the TIM.
      - **ACTION:** They will distribute the final list of NCLADT members after Friday (3/28).
    - Training:
      - Initial training recommendations from John Olsen have been sent to the Regional Focal Points as part of the template to request local application information from MIC's/HIC's.
      - **ACTION:** John Olsen will send the hardware specifications to the meeting attendees by Friday (3/28)
      - Canned data can be accessed at:  
  
<https://bestpractices.nws.noaa.gov/contents/awips/dev/docs/ADE-TO8-OAX-SBN-data/index.htm>
- Please Note that the page is LDAP enabled. Use your LDAP ID (your noaa email address without @noaa.gov) and password to login.
- **ACTION:** They to post all above training information on AWIPS Evolution web site.
  - NWSTD web site:
    - ◇ March 27, 2008 -- Introduction to Service Orientated Architecture
    - ◇ May 2008 -- Introduction to Eclipse

## Local Application Migration Meeting Minutes March 27, 2008

◇ Comments on the posted training should be sent to  
[Jim.Poole@noaa.gov](mailto:Jim.Poole@noaa.gov)

- Regional exchange training:
  - Recorded Java Webinar conducted by SR and WR (Point Of Contact for access: Jason Burk (SR) and Mark Mollner (WR)).
  - Don Britton and WR are looking into a Webinar javascript training series, but no final decision has been made.
  - NWSTD is investigating a Javascript book with recommended exercises (more updates to follow).
- **ACTION:** John Olsen will coordinate for NCLADT members to work on training exercises within the next 3 weeks (by mid April) in preparation for the June 2<sup>nd</sup> TIM. Progress will be reported at the next Local Application Migration monthly meeting (4/22) to determine if the NCLADT is ready for the June 2<sup>nd</sup> TIM, or the TIM should be postponed.
- NCLADT to post learning information on Wiki site.
  - **ACTION:** Viet Phan to send Thuy Wiki instructions by COB Friday (3/28).
- Familiarize with AWIPS II:
  - Follow S/W distribution procedures to request AWIPS II software from Cliff Wong
  - Identify issues with Raytheon's infrastructure code
  - Note items to include in local application development standards/guidelines.
- Review Regional local application lists:
  - Identify common functionality
  - Identify functionality already covered in AWIPS II after installing TO8.
- Status of Repository web site (Viet Phan):
  - Viet Phan will continue to investigate repository web site for code.
- Separate weekly/bi-weekly meeting for NCLADT:
  - NCLADT will determine future meetings to discuss technical issues and report status at the Local Application Migration monthly meeting.

#### 4. Local Application Migration tracking:

- Road Map (Tran):
  - Road Map converted to MS Project and posted on AWIPS Evolution web site.
  - Updated Road Map with work breakdown structures is in progress and will be posted to AWIPS Evolution web site upon completion (next week).
- Tracking tool (Viet Phan, John Olsen):
  - Continue to investigate tool for progress tracking that could use spreadsheets.
  - Will base on progress-tracking template to be provided by Thuy for requirements.

**Local Application Migration Meeting Minutes**  
**March 27, 2008**

- Template (Tran):
  - Templates for Regional Focal Points and NCEP to track progress of local application migration to be completed next week.