

AGENDA
SouthEast Atlantic Coastal Ocean Observing System
Data Management Coordinating Committee Workshop

Tuesday, 19 November – Thursday, 21 November 2002
Baruch Marine Field Laboratory
Georgetown, SC

DAY 1: Tuesday, 19 November 2002

Afternoon and early evening: Arrivals check in at the Baruch Marine Field Laboratory dormitories and cottages, or local hotels

Dinner on your own

DAY 2: Wednesday, 20 November 2002 (Kimbel Center)

- 8:30am** Welcome, logistics, agenda and goals (Dwayne)
- 8:45am** Overview of SEA-COOS initiative and roles of the SEA-COOS Data Management Committee and Data Management Coordinating Committee (Madilyn)
- 9:15am** SEA-COOS Data Management Component (Dwayne)
- 9:30am** Overviews of participating partners activities, capabilities, goals, etc. (30 minutes per partnering institution)
- SKIO (Robyn, Cheryl, Jim)
USF (Vembu and Jeff)
- 10:30am** Break
- 10:45am** Overviews of participating partners... (cont.)
- RSMAS (Liz, Tom and Inkweon)
UNC-CH (Sara, Sally and Luke)
USC (Dave, Jeremy, Charlton)
- 12:15pm** Catered lunch onsite
- 1:30pm** Metadata (Dave and Robyn)
- 2:15pm** DODS/LAS overview and demonstration (Jeremy, Charlton)
- 3:15pm** Break
- 3:30pm** Identification of Year 1 goals and priorities (Dwayne, et al.)
- 5:00pm** Wrap up and adjourn
- 6:00pm** Dinner on your own

**DAY 3: Thursday, 21 November 2002 (North Inlet - Winyah Bay NERRS
Headquarters at the Baruch Marine Field Laboratory)**

- 8:30am** Plans for the SEA-COOS web presence (Sean)
- 9:00am** Continuing discussion of priorities and assignment of responsibilities for priority issues (from previous day; Dwayne, et al.)
- 10:15am** Break
- 10:30am** Establishment of timelines (Dwayne, et al.)
- 11:30am** Review of action items, responsibilities and timelines (Dwayne)
- Noon** Catered lunch onsite
- 1:15pm** Wrap up and adjourn

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Guidelines for Participant Presentations

Each SEA-COOS partner institution is tasked with providing a concise 30-minute presentation which overviews your anticipated role in our collaborative initiative. Specifically, we would like for you to address the types of issues listed below. Please discuss these issues within the context of your institution's role in SEA-COOS, and within your known constraints of available resources in support of SEA-COOS activities. A goal of these presentations is to allow our group to better understand the capabilities, constraints, etc. of our partners in order for us to develop reasonable goals and objectives for our first year while also making plans for the continuation of SEA-COOS.

For the presentations, we will have available a laptop having a CD reader and a zip drive that will be hooked up to a projection system. For those that wish to do, please feel free to forward your presentations to Dwayne (porter@sc.edu) prior to Tuesday, 19 November 2002 for pre-loading. We can also provide access to a slide projector and overhead projector if needed. For these presentations we will not be able to provide Internet access as our Kimbel Center is not so equipped.

Issues to address during presentations:

Monitoring activities

- Overview of monitoring activities
- Instrumentation in use / to be used and parameters collected / to be collected
- Current / planned methods of collecting / transferring data from instrumentation
- Format / frequency / volume of data
- Issues with high frequency / volume datasets and/or bandwidth or data latency
- Current software tools used for data import, analyses, export

Resources

- Hardware / software capabilities and limitations
- Personnel resources
- Responsibilities (real or perceived) to SEA-COOS
- Expertise you bring to our group
- Points of contact

Metadata

- Metadata tools you currently use
- Metadata standards in use

Quality assurance / quality control

- QA/QC processes and protocols in place
- Program / system documentation

General / other issues

- Any other issues, ideas, concerns, etc. you wish to put on the table