

Draft Minutes of the Meeting
AIIM Standards StratML Committee
May 8, 2008 Conference Call

Meeting Order

This meeting was called to order at 1:38pm, May 8 2008 by Owen Ambur, with the following members present: Adam Schwartz, Sylvia Webb, Owen Ambur, Allyson Ugarte, Ronald Reck, Betsy Fanning and Ebony Downtin

Review and Approve Agenda

A motion was made to approve the agenda for May 8 2008 meeting (StratML 2008-007) by Allyson Ugarte seconded by Sylvia Webb unanimously approved.

Review and Approve Minutes of Previous Meeting

The committee reviewed the minutes of the April 14 2008 meeting (StratML 2008-003) Allyson Ugarte motions for approval with minor correction of a spelling of a name. Adam Schwartz seconded the motion and it was approved unanimously.

Review of Action Items

- AIIM is in the process of acquiring domain
- The review of the action items will be postponed until an action list has been created by AIIM.

Review of AIIM's Standards Development Process

- Approval process- AIIM reviewed the procedures for approving and publishing standards which includes the committee approving the standard followed by the AIIM Standards Board and AIIM Consensus Committee as well as the ANSI Federation and an AIIM membership comment period.
- The committee agreed to ballot the core schema while work continued on Performance Plans and Reports.

Status Performance Plan/Report Work

- Divided the plan into sections. Definitions will be needed to support the elements.
- The committee reviewed the value chain. Process leads to output and outcome. The committee agreed to reuse the name and description elements.
- The committee discussed types of elements and if the committee should describe the types. The StratML Glossary does not have "type" in it but should be added to it.

- The committee discussed if the schema needed to identify an extension date. If this were done, it would require review of various versions of plans. The current plan would have the end date.
- Unit type and number type need to be defined to reduce the potential of confusion.
- The committee reviewed the value chain which is only for performance plans rather than distinguishing the performance plan from the strategic plan.
- The committee agreed that it would want examples of the items on the schema framework which will become extensions to the core schema.
- Glossary
 - Need to add a definition for Input type
 - Discussed adding data type
- The committee agreed that units of measurements such as inches or percentages would be the metrics
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- Once the URL STRATML.org is obtained, Betty will include in the namespace and an ID attribute for each element in an instance or document/plan
- Multi-word names in the schema code are noted without spaces and in all caps.
- Metric appears sometimes in plural format and in other places not in plural format. The committee discussed if the metric would be constrained or not to the type of metric.
- Basic datatypes are included in the XML standard. Datatypes from many SDOs will help identify the standards.
- Sylvia is to distribute the ISO format (ISO 9735)The committee discussed the format of the document and agreed that there will be three (3) parts – Business User, Technical Details, and Schema.
- We will use change notes and editor notes as we review the document prior to sending the draft for approval.
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Action Items

Review glossary and provide comments.

Owen Ambur to add type to Input, Output, Outcome, Process and modify value chain

Next Meeting

The next meeting/conference call was initially scheduled for May 29, 2008 at 1:30pm (EST) pending availability of Betty Harvey.

- Due to availability of Betty Harvey the next meeting/conference call was changed to June 5th

Adjournment

The StratML meeting was adjourned at 2:40pm (EST) (Sylvia Webb / Ronald Reck)