

**StratML Committee
Draft Meeting Minutes
Conference Call Meeting**

June 5, 2008

1. Welcome and Introductions

The June 5, 2008 meeting of the StratML committee was called to order at 1:35 p.m. by the chair Owen Ambur. Those participating in the meeting included:

Owen Ambur, Chair
Adam Schwartz
Sylvia Webb
Allyson Ugarte
Ronald Reck
Betty Harvey
John Bosley
Ebony Downtin
Betsy Fanning

2. Approval of Agenda, June 5, 2008

The draft meeting agenda for the June 5, 2008 meeting (StratML 2008-008) was approved as presented. (Schwartz/Webb)

3. Approval of Draft Meeting Minutes, May 8, 2008

The draft meeting minutes for the May 8, 2008 meeting (StratML 2008-007) were approved with the amendments of correcting the meeting date to May 8 in the header and the first line of the first paragraph and correcting the spelling of Owen Ambur's last name in the attendee list. (Ugarte/Schwartz)

4. Review of Action Items

The committee reviewed the action items list. A status column will be added to the action items list. Please review the action items list for status. A summary of the discussion follows.

- Reaching out to SEC to promote use of StratML – This action item was placed on hold. Committee members are invited to submit ideas as to how to make this item happen or to follow up on the action.
- Provide names of standards that specify how to identify divisions and subsidiaries – Several standards were identified such as DocBooks which is used universally but does not specifically address government agencies, NARA has a model that it uses with its electronic records and DITA. The committee discussed if a typing system was needed and if so DocBooks would fulfil that need. XSD has an 'include' and 'import' feature. The use of import may be better

- for StratML but may complicate the model. The use of Dublin Core may help and may be easier to incorporate, however, it may not have the levels of hierarchy that is needed for StratML.
- Identify appropriate attributes for version control – Complete with the results of this work incorporated into the schema.
 - Review Strategy Plans – this is an ongoing process to ensure that the appropriate elements have been identified.
 - Acquire URL www.stratml.org – AIIM is working on completing this action. The URL will be used for the namespaces and GUID. We will redirect from the URL to the StratML page.
 - Review and revise namespaces and GUID sections – Completed
 - Review glossary and comments – The committee reviewed Adam Schwartz's recommendations and agreed to incorporate publish date, phone number, first name, last name, and email address into the schema. The committee agreed to include vision and modify the definition to be more conceptual so that it is not stated in a negative manner. The value chain definition was modified to state "A series of quantifiable inputs, processes, and outputs leading to an outcome." The objective definition was modified to remove the words "expressed in units". It was noted that the glossary needs more examples and committee members were requested to provide examples.
 - Add type to input, output, outcome, process and revise value chain - Complete

Additional action items were identified in the meeting as follows (these will be added to the updated Action Items list):

- John Bosley and Adam Schwartz will revise the definition for vision to be more conceptual.
- All committee members are requested to review the examples in the glossary and send additional examples to Owen Ambur.
- All committee members are to review the performance plan and report graphic and make sure that the appropriate terms are included in the glossary. To be completed by the next meeting.

5. Status Performance Plan/Report Work

Minor items on the Performance Plan and Report graphic were cleaned up to align it more closely to the glossary. Color coordination was applied to the charts to emphasize the reuse of the elements/terms.

6. Review Glossary

The committee reviewed the glossary. Elements from the performance plan were incorporated into the glossary. Hyperlinks for the elements will be added on an ongoing basis.

7. Next Steps

The next meeting for the StratML committee will be on June 26, 2008 at 11 a.m. Eastern.

8. Adjournment

The StratML June 5 meeting was adjourned at 2:15 p.m. (Schwartz/Reck)