

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

August 21, 2008

1. Welcome and Introductions

The August 21, 2008 meeting of the StratML committee was called to order at 11:05 a.m. by the chair Owen Ambur. Those participating in the call included:

Owen Ambur, Chair
Adam Schwartz, Co-chair
Allyson Ugarte
Ron Reck
Jim St. Clair
Ebony Downtin
Betsy Fanning

2. Approval of Agenda, August 21, 2008

The draft meeting agenda for the August 21, 2008 meeting (StratML 2008-012) was approved as presented. (Schwartz/St.Clair)

3. Approval of Draft Meeting Minutes, June 26, 2008 meeting

The draft meeting minutes for the June 26, 2008 meeting (StratML 2008-011) were approved with a modification to the Review of Action Items section. The second sentence will now read: "The committee discussed use of the element stakeholder to identify a higher and lower level organization." The remainder of the text in that bullet was deleted.

(Ugarte/Schwartz)

4. Review of Action Items List

The committee reviewed the Action Items List. The status of the items discussed is noted on the attached list.

Ron Reck shared that he has tools available in the form of Excel spreadsheet that can be used to load information into a tool to convert to machine readable format. The committee discussed the possibility of including a notation of the tool in the standard.

5. Review of the Standard

Owen Ambur converted the draft document into the standard template. The committee reviewed the draft.

The committee discussed the scope of the standard stating that the standard will not cover the presentation of data. The committee also discussed the title for the standard and if it should cover performance reports. It was noted that performance reports have value to the performance chain.

6. Next Steps

The next meeting of StratML will be on September 18, 2008 at 11 a.m. Eastern.

Action item for committee members is to review the standard draft and provide comments as necessary.

Action item for AIIM is to format and amend the standard as necessary.

Action item for Jim St.Clair sent a note to OCEG regarding the domain stratml.org.

7. Adjournment

The StratML August 21, 2008 meeting was adjourned at 12:05 p.m. (Schwartz/Reck)