

**StratML Committee  
Draft Meeting Minutes**

**July 9, 2009**

**1. Welcome and Introductions**

The July 9, 2009 meeting of the StratML committee was called to order at 11:05 a.m. by the chair Owen Ambur. Those participating in the meeting included:

Owen Ambur, Chair  
Adam Schwartz  
Sylvia Webb  
Allyson Ugarte  
Betsy Fanning

**2. Approval of Agenda, July 9, 2009**

The draft meeting agenda for the July 9, 2009 meeting (StratML 2009-015) was approved with the correction of the date for the April 14, 2009 meeting minutes to be approved. (Schwartz/Ugarte)

**3. Approval of Draft Meeting Minutes, April 14, 2009**

The draft meeting minutes for the April 14, 2009 meeting (StratML 2009-010) were approved as amended. (Webb/Ugarte) The amendments included Section 5, 1<sup>st</sup> paragraph, delete all but the first and last sentences. Change the last sentence to read: The committee decided that the ID attribute should be changed to Identifier and the ID attribute should be deleted from the schema. 2<sup>nd</sup> paragraph, Change the last sentence to read: The committee agreed to delete the word "Type" from the names of elements in Part 2 of the schema.

**4. Review of Action Items List**

There were no open actions to be reviewed by the committee.

**5. Review Comments from Committee Ballot**

The committee reviewed the comments received from the committee ballot that closed. See attached list of comments and the agreements made by the committee. All of the comments were editorial and were easily fixed in the draft.

## **6. Next Steps**

The next meeting will be on August 27, 2009 at 11 a.m. and will focus on part 2 of the standard, performance plans and reports.

## **7. Adjournment**

The July 9 StratML committee was adjourned at 11:40 a.m. (Schwartz/Ugarte)

<b>Member Company</b>	<b>Clause/subclause/ Paragraph</b>	<b>Type of comment (General, Editorial, Technical)</b>	<b>Comment</b>	<b>Proposed Change</b>	<b>Notes</b>
Waite	Committee List	Ed	Please change my name to: Brian Waite	Fix the spelling of the name.	Editorial. Accepted
	Table of Contents	Ed	Fix the page number listings to remove "Error! Bookmark not defined"	Revise the Table of Contents	Formatting error. Accepted. Formatting will be fixed. Section was deleted and Table of Contents was not updated.
	Page 4 Footnote	Ed	It isn't clear why there is this note about relationship. Possibly this is a formatting problem.		Formatting error. Move footnoted item to the next page and the footnote does not split. Accepted
Schwartz	Section 4.3	Ed	'First Name' was omitted from section 4.3 and needs to be added. It still is a part of the Graphical Depiction in Section 4.4 and Schema in Section 5.		AIIM inadvertently deleted this section. Wording did not change from prior ballot. Accepted.

					Editorial.
Schwartz	Section 4.3	Ed	'Last Name' was omitted from section 4.3 and needs to be added. It still is a part of the Graphical Depiction in Section 4.4 and Schema in Section 5.		AIIM inadvertently deleted this section. Wording did not change from prior ballot. Accepted. Editorial.
Schwartz	Section 4.3	Ed	'Source' was omitted from section 4.3 and needs to be added. It still is a part of the Graphical Depiction in Section 4.4 and Schema in Section 5.		AIIM inadvertently deleted this section. Wording did not change from prior ballot. Accepted. Editorial.
Ambur	Bottom of page 3 (PDF page 9)	Ed	The period is missing after "supertype".		Formatting. When footnote split across two pages it appears period was needed but not the case. Accepted see above.
Ambur	Page 5 (PDF page 11)	Ed	The first sentence of the usage note for <Description> should be the same as for <Name>, ie., "This element is a child of Organization, Value, Goal, Objective, and Stakeholder as well as the root element of the plan."		Editorial. AIIM inadvertently did not make the approved

					change from the earlier discussion.
Ambur	Section 4.2		The tabular summaries for <Identifier> and <SequenceIndicator> should also be included since they are children of elements of the core. If making that change would require yet another ballot, I'd prefer to leave it as is, with <Identifier> listed in section 4.3 as part of the Administrative Information. However, the tabular summary for <SequenceIndicator> should be included: <a href="http://xml.gov/stratml/draft/stratmlglossary.xml#SequenceIndicator">http://xml.gov/stratml/draft/stratmlglossary.xml#SequenceIndicator</a> . (It is not included in either section 4.2 or 4.3)		Wording had been approved. Items were inadvertently not included in the committee ballot draft. Accepted
Ambur	Section 5 Graphic	Ed	"Sequence Identifier" should be changed to "Sequence Indicator" under Goal and Objective		Change was agreed to earlier. AIIM did not make the change in the draft prior to voting.
Ambur			Depending upon what we decide to do with reference to point for section 4.2, either the color of the Identifier and Sequence Indicator boxes should be changed blue under Organization, Goal, and Objective to reflect the fact they are part of the StratML core or they can remain as is. (When they are used in conjunction with the Plan and Submitter elements, they are not part of the core.)		Editorial. Accepted.
Ambur	Graphic	Ed	The words in the gray box at the top of the graphic should be changed from "StratML Strategic Plan Core Schema" to "Strategic Plan" (The StratML core elements are those indicated in blue plus <Identifier> and <SequenceIndicator> where they occur as children of elements of the core.)		Editorial. Accepted.
Ambur Ugarte	Section 5, first sentence	Ed	The .net part of <a href="http://stratml.net">http://stratml.net</a> is not underlined (i.e., not included as part of the hyperlink)		Editorial. Added space after URL to

					make it actionable.
Ugarte	Page 2	Ed	Is blank page intentional (This page is left intentionally blank)?		Format used by AIIM for standards leaves this page blank. AIIM does not do as government and note the page as intentionally blank.
Ugarte	Page 3-4	Ed	Footnote 4 runs across both pages, instead of all on Page 3.		Formatting, See above.
Ugarte	Page 13	Ed	Graphic – Suggestion to change the color of either StratML Core or Administrative Metadata because the colors blue and green look very similar both on the screen and in a printout. It would be easier to distinguish them if one of them were a different color.		Editorial.
Ugarte	Page 23		Bibliography – A couple of hyperlinks should be added = PEST and SWOT.		Editorial. Added space after URL to make them actionable.