Recruitment and Enrollment Workgroup

Monday November 30, 2009

Agenda:

- Welcome and Introductions
- EMAIL ADDRESSES INTO JEN FOR ADDITION TO PESC LIST
- Background on LOI and Purpose for Workgroup
- Discuss Prior Work, Sample Data, Data Dictionary

- Proposed collaboration tools
  - Google Docs for ad-hoc Word/Excel collaboration
  - Altova XMLSpy for XSD/XML (with 0.X.Y versioning during development)
  - PESC Website (for calendar of calls, conference numbers)
  - WebEx for conference calls and live collaboration

- Proposed Timeline for Work
  - Sample Files received by 12/20
  - Data Dictionary draft by 1/20
  - XML Schema Draft by 2/1
  - XML instance examples by 2/15
  - Implementation Guide draft by 3/1
  - Control Board change template (Excel) by 3/8
  - Configuration Control Board complete packet by 3/15
  - Submitted to CCB NLT 4/1

- Proposed Schedule for future calls
  - Ideally Thursday afternoons at 3pm EST.
  - Will use a meeting planner for workgroup participants to choose dates