<u>Minutes from CHPS Meeting Thursday February 5, 2009</u>

Attendees:

ABRFC – Billy Olsen, Eric Jones, Mike Pierce
CNRFC – Rob Hartman, Art Henkel, Pete Fickenscher
NERFC – Rob Shedd, Ed Capone
NWRFC – Harold Opitz, Joe Intermill
NOHRSC –
Deltares – Karel Heynert, Edwin Welles
OCWWS – Randy Rieman (at CNRFC)
OHD – Pedro Restrepo, Jon Roe, Joe Gofus, Chris Dietz

Pre-reading:

- Email from RobH dated 2/4/09 subject "CHPS agenda at HIC Meeting and initial BOC II document", distributed to the migration list

1. Agenda for HIC conference Day 2 (ref. RobH's email)

We reviewed RobH's suggested agenda for "CHPS Day – Thursday, February 26, 2009". Chris's opening session will be kept short, limited to refresher material only and ~15 minutes. The next session will describe the general process of developing BOC (and BOC II) rather than going into detailed content. The item on Support Strategy will describe the gradual shift from high to low Deltares involvement, and a gradual increase in support by the NWS.

The 0945 break is expected to yield many side discussions; so the 1000 session is designed to be a continuation. We could cover any questions and concerns and encourage the other HICs to identify any issues we haven't already thought about.

1030 – Joe Intermill will use a laptop and projector in the conference room to run the demo. He'll try to limit it to 1 hour (the DOH presentation lasted 2 hours); he'll also show the GUI mock-ups.

1300 – Each CAT RFC will describe their local strategy for migrating to CHPS – what they're doing, how to manage the migration. Regarding training: OJT is separate from the training milestones which will have been described in the 0800 session. We can explain the different levels of training/familiarization: 1. Deltares workshops; 2. the buddy system; 3. in-house training (eventually?). Stay focused on familiarity with the tools, rather than training for an entire office, which is mostly defined in the timeline. The kinds of things that might come up as part of Brainstorming could be cleaning up messy segments, getting rid of deadwood from the system.

1400: Forcings discussion will probably run beyond 30 minutes – suggest 45 mins.

1430: Increase the hardware session to 30 minute, and include a description of the standby (failover) strategy and MC synchronization along with its implications for off-site backup.

1630: Reduce RDHM session to 15 minutes. GeoffB is expected to describe making the HL-RDHM compatible with CHPS and therefore more useful to the field.

Day will be scheduled to end around 1730, but may spill over into dinner or possibly the next day.

Group agreed to use the term "CAT Too (CAT II)" instead of "follow-on RFCs" or "non-CAT RFCs".

Action: RobH will replace occurrences of non-CAT in the agenda to read "CAT Too (CAT II)".
Action: RobH will clean up the document, forward to Michelle, who will then distribute. Comments to RobH are due by Monday 2/9/09.

2. BOC II discussion (also ref. RobH's email)

We don't need to discuss here; Rob needs feedback by Thurs Feb 18. Please use Track Changes.

Action: Feedback on BOC II document due to RobH by 2/18/09.

3. Deltares final progress report before migration training

Work has been going well. Completing all documentation on time will be a struggle, but developers are confident, especially following some good correspondence with Lee.

Action: none

4. Final details for training class

Chris received a spreadsheet from Peter, but she did not distribute it. Karel will expand on the details and issue it as a more formal document. The course begins at 8:00 am on Monday and runs through to noon on Friday. Chris will check with Dave Cokely on the room number. Everyone should remember to bring their oXygen licenses with them – this means the information provided at the time of purchase must be saved in a file and used to gain access. Chris agreed to check with <someone – tbd> how the procedure works – should NWSTC pre-load oXygen before we arrive?

Regarding RFC-specific data: any data (e.g. output from sql queries) already sent to Deltares will be brought along to training by Deltares. Any other data should be brought along by the RFCs themselves just to be sure. The results from sql queries will be required to set up their segments.

JoeI noted some recent email traffic between Lee and Micha on the punch files/precision issue; Chris and JoeG thought this was all resolved. Karel/JoeG agreed to check with Micha/Lee to find out whether there's still a problem; and then to update this group on the status.

Action: Karel to distribute to the list a document detailing course agenda for next week.
Action: Chris to check with Dave Cokely on the room number for the class.
Action: Chris to check with <tbd> how the oXygen license procedure works when bringing keys from another site.
Action: Karel/JoeG to check with Micha/Lee on status of punchout precisions wrt migration scripts; then provide an update to the group.

5. Monthly briefing on Feb 12

All agreed that we need to proceed with the monthly briefing despite being only 2 weeks away from the HIC conference, because the audiences are different. Karel agreed to provide a half hour introduction to describe more about Deltares. Chris will provide a project status update from Kansas City; Jon will provide any necessary support. We agreed to limit the presentation to one hour. We must do a webinar this time, as some people were unable to access last month's presentation given via GoTo meeting. Pedro will provide information to Chris; also the conference call number. Jon mentioned he may have to miss part of the briefing, depending on the timing of Raytheon's AWIPS II presentation.

Action: Pedro to provide Chris with webinar and conference call details for Feb 12; he'll also show her how to run a webinar from her location.

6. Other items

HEC-RAS training: agreed adapter testing will occur on Feb 20 at NERFC when Deltares will be on-site (week following migration training). The test plan will reflect a case for running HEC-RAS through FEWS. Also… during the training class next week, Deltares will show how to configure a workflow with HEC-RAS. Karel said Ed did not need to forward the data set containing hourly time series for the period Feb – June 2008; Peter and Mattijs will talk further with Ed during their visit.

We reviewed plans for moving forward with the forecaster GUI. At the workshop last week we did not fix a first date, but the intention is to begin 1-2 weeks after the migration training class is complete, and hold 2-weekly webinar style meetings. Deltares will make the arrangements for those. This is TOP priority after the migration training. Formal acceptance testing, along with a test plan, will come in June. JoeI is very concerned that we communicate frequently, and hold face-to-face meetings whenever possible.

Fyi… RobH noted that we've arranged a meeting between OHD and HEC on the morning of April 1 at CNRFC (to discuss ownership and maintenance of the RAS-FEWS and ResSim-FEWS adapters).

Fyi… Peter, JohnH, Julie Meyer, Harold, and Chris will be meeting on Tuesday at the NWSTC to discuss the archive database.

Fyi… Chris has now initiated the hardware purchase activity. Larry Cedrone is the lead.

Correction to the calendar – the CAT workshop at the end of March will be 30 and 31, and will not run into the morning of April 1. Chris will correct the table of events. If we do need extra time we'll stay later on 3/31.

XEFS: JoeI was on today's Functional Requirements call. We must ensure that requirements for the EPG are fed into the activities for the interactive forecaster GUI. Karel agreed that after migration training Deltares (and OHD) will come up with a complete description of how EPG will be integrated into CHPS, and how it will interact with FEWS (e.g. as a new dock-able window, but with the same look and feel as the rest of FEWS).

Action: Deltares to send out information for the first interactive forecaster GUI webinar, to be held ~ first week in March.
Action: Chris to update the table of upcoming events and re-distribute.

Note: Action items from this and all previous meetings are contained in the "ActionItems" document maintained and distributed by Chris Dietz, OHD.

Next meetings:
- CHPS Briefing to HICs, DOHs, SCHs on Thursday 2/12/09 at 11:00 am EST
- Regular CAT meeting on Thursday 2/19/09 at 11:00 am EST.