

Minutes

Minutes date 17 January 2024	Our reference I1000682-000-OA-0004	Project I1000682-000 DC - FEWS - Delft- FEWS Product Management 2023 DC - FEWS - Delft-FEWS Product Management 2023	Number of pages 1 of 3
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Meeting date 7 November 2023	Meeting Minutes CSB 7th of November 2023		

Present

Gerben Boot / Ilonka ten Broeke / Marcel Ververs / Justin Robinson / Martin Ebel / Amy Tavendale /
Trey Flowers / Ian Clayton / Gabriel Miller / Ben Balk / Wim van Balen / Roger de Crook / Marc Philippart

Absent

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Introduction and attendance

Wim welcomes everybody to this meeting.

The list of members is as follows:

Organisation	Represented by
Bureau of Meteorology in Australia	Justin Robinson
Dutch Waterboards	Roger de Crook
Federal Office for the ENvironment Switzerland	Martin Ebel
Rijkswaterstaat in the Netherlands	Marc Philippart
Scottish Environment Protection Agency	Amy Tavendale
National Weather Service (USA)	Trey Flowers
Environment Agency (UK)	Ian Clayton
Tennessee Valley Authority	Gabe Miller
Deltares-USA	Ben Balk
Deltares NL	Wim van Balen, Marcel Ververs, Gerben Boot, Ilonka ten Broeke

Remark: the italics parts in these minutes will not be shared. This time however there is no italic text (apart from these two lines, so everything will be shared on the portal).

Minutes and Actions Previous Meeting

The minutes from last meeting are discussed and there were no remarks. From the action list, the action defined in 24.3 will be dealt with in this meeting and action 27.3 will be closed as with the FEWS 2023.02 software version it is relatively easy to test the Web-OC within your own Stand Alone application.

Delft-FEWS Community & Community Talks

Overall, the Community Talk (CT) of the 5th of October was well visited and covered a nice topic. Ian Clayton and Emma Ferguson highlighted how EA/IMFS uses their Incident Management Reference Database for future improvements linked to fluvial models.

Presentation topic – Vision update, status Web-OC and changes to Product Management

Gerben shared the information about the changes to the Delft-FEWS product management organization with the introduction of the Product Owner role. After that we continued with a presentation about the status of the Minimal Viable Product (=MVP) for the Web Operator Client and concluded with sharing information on the ongoing work on the product vision for the Open Archive.

Discussion topic – Web Operator Client

The following questions were posted to initiate the discussion:

- Future feature requests
 - Where do we implement what?
 - Web-OC vs thick client?
- Support and maintenance → optional additional module?
- Dedicated sprints (Web-OC, Open Archive)
- What is the preferred release scheme?
 - Twice a year (same as Delft-FEWS)
 - After each Web-OC sprint?

The first question that was brought up was: does the MVP of the Web-OC not interact back to central database?

In future validation and editing of data is possible, but also starting a task.

This could bring in a risk, so extra attention is needed with respect to security.

Concerns were raised with respect to how Web-OC is connecting to Central Database (Flood Tourists) to ensure that the number of users of the Web-OC is not going to negatively impact the performance of the Operational Forecasting System.

Justin thinks that the thick client is for expert users, while the Web-OC is more for other groups (Justin). The thick client is indeed more for smaller user group compared to Web-OC (for 200-300 users).

Roger says that he thinks there is a split in user groups, internal users will very often be using the thick client and external users will be using the Web-OC. This probably depends on the organization and how the different user groups are split up and what requirements there are for each user group.

Flexibility is a strong point from FEWS according to Amy, that should be continued.

With respect to the release scheme for the Web-OC, Marc indicates he prefers more frequent releases. Both Roger and Amy are wondering whether frequent releases would be useful in the beginning and less later in the process. The conclusion is that Deltares will explore the possibility of making a distinction in major and minor releases. Major releases are then linked to the FEWS software releases (either Spring or Autumn) and minor releases contain small updates to the latest major release only in the Web-OC software itself.

Ben stresses that having Web-OC releases off-cycle from other releases is not his preference, considering the strategy that Deltares-USA is following with the North American clients that are all on the same software version after an intensive beta testing period. In our viewpoint working with major and minor releases will still facilitate that and it is still possible to have all NA clients on the exact same FEWS and (major or minor) Web-OC version.

Discussion topic - Evaluation current form CSB

The following questions were posted to initiate the discussion:

- Is the current frequency of the CSB meetings workable?
- Does the agenda with recurring items cover everything we want to discuss?

- Should we change anything to the format?
 - Presentation topic
 - Discussion topic

The general viewpoint is that the frequency of CSB meetings is ok for everyone. The CSB also concludes that the community should be a more important item on the agenda.

Martin suggests a topic for one of the next interactive community talks: communication about uncertainty.

Marc indicates that he will unfortunately stop his contribution to the CSB (for some time). We are really sorry to hear that he will leave us, and we thank him for his great contribution to the CSB meetings for the many years he has been part of it. We need to look for a good candidate to fill in the vacancy.

Upcoming event - International Delft-FEWS User Days 2023

Deltares/FEWS-PM invites the global Delft-FEWS User community to join the 19th edition of the International Delft-FEWS User Days on the 8th and 9th of November in Delft (NL).

A (break-out) session by the CSB will be part of the program, limiting the tour around the campus to 1 hour instead of 2. At the end of the meeting the CSB discussed the content, slides and questionnaire for the break-out session. The feedback from the CSB break out session at the User Days will be dealt with in our next meeting on January the 23rd.

AOB

No AOBs mentioned.

Close

Wim closes the CSB meeting at 14:00 CEST.

Action list

Action			Due by	Status
24.3	Presentation on centralized and decentralized storage of time series	Roger	Next community talk	Closed
27.3	Explore possibilities for clients to test early version of Web OC on Deltares test environment	Gerben	June 2023	Closed
28.1	Create a draft set-up for the evaluation (questionnaire) of the Delft-FEWS 2025 vision based on a first analysis of objectives and outcomes	FEWS-PM	Early 2024	Open
28.2	Collect relevant strategic documents from CSB member organizations to provide input for the New Delft-FEWS (2030) vision	All CSB members	Early 2024	Open
29.1	We need to look for a good candidate to fill in the vacancy due to leave of Marc	FEWS-PM	March 2024	Open
29.2	Explore possibility of making a distinction in major and minor releases for Web-OC	FEWS-PM	March 2024	Open