

# Minutes

**Date minutes** 9 March 2018      **Our reference** 11202147-004-ZWS-0001      **Project** 11202147-004      **Made by** Gerben Boot

**Date meeting** 13 February 2018      **Number of pages** 5

**Meeting**  
Delft-FEWS CSB #9 (2018-1)

**Present**

Marc Philippart (NL-RWS), Roger de Crook (NL-GO-FEWS), Amy Tavendale (SEPA), Trey Flowers (NWS), Edwin Welles (D-USA), Jeff Perkins (BoM), Nadine Sloopjes (Deltares), Marcel Ververs (Deltares), Gerben Boot (Deltares)

**Absent**

Martin Ebel (FOEN), Bruce Quig (BoM)

**Introduction and attendance**

On February 13<sup>th</sup> 2018, Deltares (Delft-FEWS Product Management) organised the 9<sup>th</sup> Delft-FEWS Community Strategy Board (CSB) meeting.

At the time of the meeting the CSB consists of the following members:

Organisation	Represented by	Present/Joining via?
Bureau of Meteorology in Australia (BoM)	Jeff Perkins	Yes / via GoTo Live Meeting
Bureau of Meteorology in Australia (BoM)	Bruce Quig	No, apology
Dutch Waterboards (DWB)	Roger de Crook	Yes / via GoTo Live Meeting
Federal Office for the ENvironment in Switzerland (FOEN)	Martin Ebel	No, apology
Rijkswaterstaat in the Netherlands (RWS)	Marc Philippart	Yes / via GoTo Live Meeting
Scottish Environment Protection Agency (SEPA)	Amy Tavendale	Yes / via GoTo Live Meeting
Deltares-USA	Edwin Welles	Yes / via GoTo Live Meeting
Deltares NL	Nadine Sloopjes Marcel Ververs Gerben Boot	Yes / Hosting GoTo Live Meeting from Deltares office
National Weather Service (USA)	Trey Flowers	Yes / via GoTo Live Meeting

**Agenda**

The agenda is as follows:

12:00	Opening	
12:15	Minutes & Actions previous meeting	Minutes CSB #8
12:25	Status update of the Delft-FEWS 2020 roadmaps	
12:35	Proposal on process of dissemination of patches	Memo attached
13:00	Agenda items CSB for 2018	Please find below
13.20	Community: <ul style="list-style-type: none"> <li>Input from community through representatives</li> <li>User Days</li> <li>Webinars</li> </ul>	e.g. FEWS-NEWS (reactions/contributions) Ideas for the programme?

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13.45	Any other business	
13.55	Summary, actions and closure	

**Opening**

Nadine Sloopjes opens the 9<sup>th</sup> CSB meeting by welcoming everyone and appreciates everyone's presence on a very late or early hour of the day.

(remark: some technical issues - like losing connections - occurred during this GoTo Meeting. Deltares will investigate and hopefully this results in a more stable connection next time).

**Minutes & Actions previous meeting**

Nadine Sloopjes takes all participants through the agenda, action items, minutes

**Status update of the Delft-FEWS 2020 roadmaps**

Gerben Boot provides a summary of the current status and progress of the 3 Delft-FEWS 2020 roadmaps. It comes down to: on track or ahead of schedule with Delft-FEWS PI-Web service and Open Archive roadmaps and the Backend Simplification and Automatic Installation requires more testing and is a bit behind schedule (although 2018.01 features were included already). In terms of community funding, 75% of the funding is available.

Roger de Crook asks that if only 75% is available and we want to ask for more contributions from the water boards, then we should ask this before June 2018 (for yearly budgeting reasons). He continues that if "we show our progress and show that we are financially in control, than the water boards might be willing to invest more". Gerben suggests sharing the progress transparently in every upcoming user meeting in terms of content and finances (both 'estimated/proposed' and 'realised').

Jeff Perkins suggests contacting/involving New Australia users like Sunwater and Taswater in this discussion and community funding. Action on Deltares and BoM to coordinate.

Amy Tavendale asks if there is a date that the contributions need to be arranged? Deltares prefers the end of 2018 at the latest.

As part of the action points, the item of the 'Roadmap benefits' is mentioned. The presentation (ppt) containing a list of the benefits is available. The question is if the form is suitable for sharing this type of information. It is suggested that Deltares writes a memo aligned with the 'Roadmap benefits presentation' for explaining the benefits in words. The ppt+word files will be shared with all CSB members.

**Webinars**

The suggested schedule for recording the webinars/videos is shared. Roger de Crook (GO-FEWS) suggests that 'Delft-FEWS related videos' could also be created by members of the community. As a communication idea he suggests some kind of contest. He will take the lead to elaborate this in more detail and will coordinate this within the GO-FEWS group and aims to bring this in as a topic for the upcoming Delft-FEWS user-meetings in Delft (NL and International Delft-FEWS User Days)

**Process of dissemination of patches**

Marcel introduces the proposal for the process of dissemination of patches.

The idea of regular (monthly) releases of, (technical and impact) information about and a central storage of Delft-FEWS patches is well received by the CSB.

The following remarks are made:

Marc Philippart: Do patches only contain the bug fixes of the reported bugs? Patches also contain other fixes than the reported bug(s). Deltares: In general the answer is yes. All bugfixes committed (by the developers) to a certain Delft-FEWS version (branch) will be included in a patch, but this depends if the client uses a 'public' version (branch) or a 'private' branch. For the latter, there are agreements in place which bugfixes will be committed to this branch.

Marc Philippart: Would it be possible to make a categorization between: urgent, must have, need to have, nice to have? Amy Tavendale adds that it would be very relevant and helpful to have information on the scope of the patch (client/server side). She also offers to play a role in reviewing these 'patch release notes' to add more clarification from a user perspective. Deltares welcomes these suggestions and the corresponding release notes will contain this kind of information. The release notes will be centrally available from the Deltares Software Download Portal. For sure within the download package of the patch, but since the download portal will be restricted for S&M clients, the information about the patches will also be shared in other ways to inform end-users without S&M contract in place (e.g. (pilot) projects in development, students and users of the demo-version)

Amy Tavendale also suggests including information on what has been tested with that patch. Jeff Perkins supports this idea and prefers e-mail or RSS feeds for the regular updates on patches.

### Agenda items CSB for 2018

Based on the list provided in the Agenda for this meeting, Deltares has made a suggested schedule as in the table below.

Date	Items
<del>13 Feb 2018</del>	<ul style="list-style-type: none"> <li>• Roadmaps</li> <li>• Community: webinars, User Days, developments, Roadmaps</li> </ul>
May 2018	<ul style="list-style-type: none"> <li>• Roadmaps (status update and legacy)</li> <li>• Testing: preparation by FEWS PM</li> <li>• Update on Australian User Days</li> </ul>
September 2018	<ul style="list-style-type: none"> <li>• Roadmaps</li> <li>• Best practices: preparation by FEWS PM and Marc Philippart</li> </ul>
November 2018	<ul style="list-style-type: none"> <li>• Roadmaps</li> <li>• Strategy and innovation: preparation by FEWS PM and Jeff Perkins</li> </ul>

### Community items

Jeff Perkins mentions that more feedback from the community will be given in the next meeting after the Delft-FEWS User Days Australia (May 2<sup>nd</sup> – 3<sup>rd</sup>) and Roger de Crook adds that the next GO-FEWS meeting is in April (13<sup>th</sup>). He will provide feedback after this meeting as well. It is requested to Jeff to share the invitation for the Delft-FEWS User Days Australia within the CSB.

Trey mentions that the North American users had a pre-Community Strategy Board (CSB) user meeting on October the 18<sup>th</sup> 2017. Below you will find a list of the attendees and a brief summary of the topics that were discussed.

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Attendees of this meeting :

Edwin Welles (DUSA), Ben Balk (DUSA), Trey Flowers (NWS), Francesca Messina (Water Institute), Dominic Roussel (Quebec), Brent Newton (New Brunswick), Liv Herdman (USGS), Georg Jost (BCHydro)

The following topics were discussed:

- purpose and membership of CSB;
- Release strategy, stability vs. rapid development. NWS focus on stability, others ok with current balance.
- Coordinating strategic developments -- how to do it? and the example of the RAS adapter coordinated between NWS/TVA/IPC
- How to create community? -- online forums?
- NA Beta Testing plan

### Any other business

Marc Philippart brings up the topic of a specific request on one of the Displays (Schematic Status Display) to have more interaction functionality in it and wonders if this is recognized by the other CSB members. Deltares suggests that this is something which can be dealt with within the (weekly) steering committee meeting in which feature request are discussed.

Jeff Perkins would like to have the list of recipients of the FEWS-NEWS letter. He knows colleagues have subscribed, some receives them through forwarded e-mails, but as a CSB representative he would like to know the recipients in his 'area'. Deltares suggest to share this 'per region' within the CSB.

### Summary, actions and closure

Nadine summarized the meeting briefly and thanked everyone for their contributions. Next meeting will be in May 2018.

### Action list

Action		Due by	Completion Status date		
2.6	Set-up an overview of webinars to be developed, include a timeline. Include patch, new features, IT aspects.	Deltares	July 2016	Jul 2017	Open
3.7	Deltares to come up with a more detailed plan for this FEWS Feature Starter model, taking into account the different forms of financing as explained by the different organisations.	Deltares	Oct 2016	Feb 2017	Open
6.2	Describe the new process of testing and sharing patches with the implementation of the new Delft-FEWS architecture of automatic updating	Deltares	Dec 2017	Feb 2018	Completed
6.4	Start contacting all clients with plans for three roadmaps for Delft-FEWS for coming years and find out if they are interested in contributing	Deltares	2018		Ongoing
	Added Feb 2018: Contact new clients in Australia	Deltares, Jeff			



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Action		Due by	Completion Status date		
	together with BOM	Perkins	May 2018		
7.2	Summarize all benefits/advantages in a list / disadvantages. To Do: add memo to presentation and share with CSB	Deltares	June 2018		Open
8.1	To make an overview of the ideas listed and share a summary in the next meeting	Deltares	January 2018	Feb 2018	Completed
9.1	Share patch release notes with Amy Tavendale for review of relevance of information that is added and whether additional information is needed	Deltares, Amy Tavendale	May 2018		Open
9.2	Send invitation Australian User Days 2018 to CSB	Jeff Perkins	April 2018	April 2018	Completed
9.3	Share list or recipients of FEWS-NEWS letter	Deltares	May 2018		Open
9.4	Start a discussion in the GO-FEWS community about Delft-FEWS related videos created by members of eth Delft-FEWS community (potentially a contest).	Roger de Crook	June 2018		Open