

Minutes

Minutes date	Our reference	Project	Number of pages
3 March 2021	11206530-004-ZWS-0001	11206530-004 Delft-FEWS 2021 Community Activities 2021	1 of 2
Contact person	Direct number	E-mail	
Nadine Slootjes	+31(0)88 335 8080	Nadine.Slootjes@deltares.nl	
Meeting date	Meeting		
2 March 2021	Delft-FEWS CSB Minutes #21		

Present

Amy Tavendale, Marc Philippart, Martin Ebel, Trey Flowers, Roger de Crook, Gabe Miller, Ben Balk, Stefan Laeger, Nadine Slootjes, Marcel Ververs, Gerben Boot and Ilonka ten Broeke

Absent

Victoria Dodds

Introduction and attendance

Welcome to the new members Victoria (replaces Adam Smith – Nadine will contact her personally as she is unavailable today), Ben Balk (representative Deltares USA) and Ilonka ten Broeke (focus on the connection with the Delft-FEWS community and the portal). The list of members is as follows:

Organisation	Represented by
Bureau of Meteorology in Australia	Victoria Dodds
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)	Stefan Laeger
Tennessee Valley Authority	Gabe Miller
Deltares-USA	Ben Balk
Deltares NL	Nadine Slootjes, Marcel Ververs, Gerben Boot, Ilonka ten Broeke

This meeting Tom Bogaard en Daniel Twigt join for the Web operator client.

Actions and minutes previous meeting

With reference to action 18.1 Create a list that can be shared with the community on 'who is on which build', Marcel will draft a version for the next meeting. The overview will be published on the Wiki and the downloads page of the portal via a contact email address. And it will be shared with the community at the FEWS user days. The other actions are either done or on the agenda for today.

Update roadmap 2021-2022

Gerben presents an update of the four roadmaps topics for this year:

- Code clean-up plan - Marc van Dijk
- Code quality and review – Gerben Boot
- Release process and test automation – Marcel Ververs
- Security aspects - Gert-Jan Schotmeijer

These updates will also be shared with the community on the portal.

FEWS Web operator client

Tom and Daniel present the FEWS Web operator client and share the feedback from the user days. They also ask feedback from the CSB about the minimum viable product. Publication on the portal will follow. The discussion during the meeting was about the target group for the WebOc and what minimal functionalities of a WebOc should be.

Standardisation support and maintenance contracts

Marcel presents the various new service packages we are going offer to clients. It was agreed that the next step in the process of implementing the new S&M packages is to test the new approach – specifically related to the Roadmap contributions - with the procurement departments from the organisations of the CSB members.

News from the community

Unfortunately, not much time left to discuss this extensively. Ilonka will contact CSB members about community updates. Ben Balk offers to update the best practice that is currently on the portal.

Any other business

Martin has some other topics but will communicate them via email.

For the time being Amy will have a new email address Amy.Tavendale@gov.scot

Action			Due by	Status
18.1	Create a list that can be shared with the community on 'who is on which build'.	Deltares	June 2021	Open
18.2	Organise a one-hour CSB in September to discuss the service-packages	Deltares	July 2020	Closed
20.1	Send out invitation for meetings for 2021	Deltares	December 2020	Closed
20.2	Share memo about Web Operator Client should with CSB	Deltares	February 2021	Closed
20.3	Send updated memo about standardizations of S&M contracts to CSB with examples of more extreme situations and with example of roadmap funding.	Deltares	February 2021	Closed