

## Regional GIS Metadata Working Group Meeting Minutes – July 23, 2014

Regional GIS Metadata Working Group

Wednesday, June 23, 2014

2:30 pm – 3:30 pm

SANDAG Conference Room 8A

### Attendees:

John Hofmockel (SANDAG)

Brad Lind (SanGIS)

Harry Johnson (SDSU)

Barbara Kent (Caltrans)

### Agenda

1. Metadata Handbook Status
2. Quick Reference Guide
3. Publication Stylesheet
4. Implementation Schedule
5. ~~Web Services Metadata~~
6. Other

Brad noted a few changes in the Handbook (aka Metadata Requirements for SanGIS Data Layers):

- Removed **Section 3.1 Upgrade of Metadata from FGDC Editor (ArcGIS v9.3.1)**
- Removed **Appendix B – Installation of SanGIS Metadata Stylesheet for Publishing of Metadata**
- Reworded a few of Section 4 Instruction callout boxes based on comments from John, Melanie, and others
- Added tip under Section 3.1 Setting up Metadata Style to “un-tick” **Automatically update when metadata is viewed**

Regarding the Quick Reference Guide, John suggests removing **General Constraints** (under Constraints) because it duplicates **Use Limitation** (under Overview Item Description). Brad will review. Possibly add stronger wording indicating that when changing text in either location, the text will automatically change in the other location.

John had nothing to note regarding the Publication Stylesheet. For a rough draft look at the end of the [June 26 Minutes](#). Brad will mockup something in a Word document as a suggestion. John will continue to develop the Publication Stylesheet. Any and all suggestions are welcome.

Regarding Implementation, the Handbook and Quick Reference Guide will be deemed “good to go” at the next meeting (August 7). Brad has a robust implementation plan including posting to the SDRGC and SanGIS websites, announcements at upcoming SanGIS meetings, and education of City and County staff.

FAQs: John needs FAQ suggestions. We will post FAQs and Contacts along with the Handbook and QuickReferenceGuide. John will email the group asking for their “homework” before next meeting.

Next Metadata Working Group meetings:

August 7 at SANDAG

August 21 at SANDAG

