

**WRAP EDMS Weekly Status Meeting
January 7, 2005**

Attendees

WRAP EDMS Steering Committee

Tom Moore
Alice Edwards
Dave McNeill
Cathy Messerschmitt
Don Arkel

E.H. Pechan & Associates, Inc.

Steve Boone
David Holoman

Meeting Summary

Data Loading

Data Loading has been completed for available data, corrections have been received and implemented, and data is being gap-filled for jurisdictions for which no data was received.

Tom requested an inventory description document to describe the contents of the inventories in the EDMS, to be available in the documents section of the EDMS. This document should remind users that they should advise EDMS/WRAP personnel if they know of source categories known to be missing from their data submissions.

Naming conventions for the inventories were discussed; the name format will be of the following style:

Actual Version 1.0 (2002)
Actual Version 1.1 (2002)
Etc.

The Steering Committee requested a separate inventory to house the data as reported only, without any gap-filling.

The updated process of inventories over time was discussed at length. A change log was suggested as the best way to track inventory changes.

Tom requested that the December 20, 2004 version of the Acceptance Plan be posted to the web site.

Pechan indicated that additional testing on the EDMS could begin.

The next call is scheduled for Thursday, February 3 at 10 am mountain time, 12 pm eastern time.