

Acquisition M&S Standards Profile Product Development Group (PDG) Meeting Minutes

13 February 2019

PRESIDING OFFICERS: Crash Konwin, PDG Chair
Paul Gustavson, PDG Vice-Chair
Chris McGroarty, SISO SAC TAD

RECORDING SECRETARY: Peggy Gravitz, PDG Secretary

1. CALL TO ORDER:

- a. Crash Konwin, PDG Chair, called the PDG's 2019 SIW face-to-face and teleconference meeting to order.

2. ROLL CALL:

- a. Peggy Gravitz, PDG Secretary, captured meeting attendance by requesting attendees to complete the sign-in sheet. Those participating by phone were also recorded.

3. MEETING AGENDA (PLANNED):

- a. PDG Chair Welcome (Crash Konwin)
- b. PDG Secretary Admin & Requests (Peggy Gravitz)
- c. PDG TAD Rules of Engagement (Chris McGroarty)
- d. PDG Focus Area #1 SUMMARY CURRENT STATUS (Crash Konwin)
- e. PDG Focus Area #2 DEMONSTRATION OF ACQMSSTDS PROFILE TOOL (Jeff Abbott)
- f. PDG Focus Area #3 MAINTENANCE OF BASELINE STANDARDS PROFILE METADATA (Crash Konwin)
- g. PDG Focus Area #4 PREPARATION ACTIVITIES - MOVING FORWARD TO BALLOTING (Crash Konwin)
- h. Discussion & Summary of Action Items (Peggy Gravitz)
- i. Closing (Crash Konwin)

4. TECHNICAL TOPICS – DISCUSSIONS (PER AGENDA):

- a. PDG Chair Welcome (Crash Konwin):
 - Crash welcomed everyone and provided leadership introductions.
 - Crash reviewed the agenda and plans for the meeting. No additional agenda items were suggested.
- b. PDG Secretary Admin & Requests (Peggy Gravitz)
 - Note – the discussion and approval of the minutes from the last PDG face-to-meeting were moved toward the end of the meeting in order to allow time for an unscheduled guest presentation. The flow needed to accommodate the speaker’s availability.
 - See section i below for approval of meeting minutes.
- c. PDG TAD Rules of Engagement (Chris McGroarty)
 - Chris McGroarty reviewed the requirements for PDG affiliation registration, PDG discussion (communications) registration and walked through the SISO policy on Intellectual Property and Copyright Guidelines. There were no questions or clarifications needed.
- d. New Agenda Item – Guest Presentation by Lance Marrou on Enumerations Process
 - Lance presented the process for maintaining the DIS Enumerations, a SISO Reference Product, walked through the corresponding Operations Manual, and discussed the tool that tracks draft updates to the Enumerations. This agenda item was added because of the apparent similarity to developing/using a process that is responsive to user changes yet disciplined in helping manage a “agile process”
 - Lance answered questions on the administration of the enumerations process, noting that updates are published about twice a year. Because the potential for reuse of an existing and responsive process, the leadership expects additional evaluation as the Product Support Group planning is further advanced.
- e. PDG Focus Area #1 SUMMARY CURRENT STATUS (Crash Konwin)
 - Crash reviewed the status of the PDG products:
 - i. Volume 1 & 2 were posted to the PDG Discussion applying the SISO Comment Tracking System before the winter holidays to allow community sufficient time to allow review and provide comments.
 - ii. Volumes 1 & 2 have been updated to reflect editor adjudication of all comments and align style and synchronize content between Volume 1 and Volume 2.
 - iii. The Volume 2 metadata has also been reviewed/updated as necessary to reflect fact-of-life synchronization with more current versions of external standard references.
 - iv. The standards profile tool demonstrated in the fall at SIW 2018 has undergone additional informal early adopter application and user feedback (Australian MoD and US Air Force). High priority suggested changes have been implemented. Although a

significant capability exists now, how the tool evolves, maintained, and made available to the community will be deferred to the Product Support Group to determine.

- f. PDG Focus Area #2 DEMONSTRATION OF ACQMSSTDS PROFILE TOOL (Jeff Abbott)
 - Jeff demonstrated the AcqMSStds Profile Excel spreadsheet tool.
 - Discussion included topics for configuration management and life cycle support concept(s).

- g. PDG Focus Area #3 MAINTENANCE OF BASELINE STANDARDS PROFILE METADATA - ROLE (Crash Konwin)
 - Crash led a discussion that included:
 - i. Role of the Product Support Group (PSG) as represented by the Draft PSG TOR. The PSG TOR will be evolved as Volumes 1 and 2 are prepared for balloting (Volume 1) or approval for publication (Volume 2).
 - ii. Transition of baseline set of standards and associated metadata. The original standards group employed in the original implementation of the profile was an earlier version of the NATO Standards Profile.
 - iii. Intention to adopt an Agile Governance process for:
 - Frequent reviews/updates to the contents of Volume II Standards Profile Reference Product on a cadence responsive to the user community need timelines.
 - Process for submitting changes to the standards.
 - Process for maintaining standards metadata.
 - CONOPS / process steps and initial proposed timelines.
 - Future automated metadata capability for standards metadata via SDOs.
 - A Review of the SWG DIS ENUMERATIONS Maintenance Process.

- h. PDG Focus Area #4 PREPARATION ACTIVITIES - MOVING FORWARD TO BALLOTING (Crash Konwin)
 - Crash noted that:
 - i. The process for feedback being applied is for silent consent to move forward toward balloting – if no new critical or substantive comments on the posted versions are received by 15 Feb 2019.
 - ii. The PDG leadership will work with the SAC TAD to move to SAC review as soon as practical.
 - iii. The tasks and activities for balloting will follow the BPSDP Section 4.3.3 “Approval to Enter Ballot Product Phase” – and corresponding SAC checklist.

- i. PDG Secretary Admin & Requests (Peggy Gravitz)
 - Note – the discussion and approval of the minutes were moved toward the end of the meeting in order to allow time for an unscheduled guest presentation.

- The minutes from the last face-to-face in September 2018 were reviewed by Peggy Gravitz. Motion to approve by Jim Coolahan and seconded by Curt Blais.
 - No objections and the minutes were approved by unanimous consent
- j. Closing Discussion:
- There was a recommendation to delay taking Volume 2 to the SAC for approval until after balloting and any comment resolution of Volume 1.
 - Paul Gustavson showed a Standards Roadmap page to capture when standards were developed, etc.
- k. Motion to adjourn by Jim Coolahan and seconded by Curt Blais. The PDG meeting was closed after 90 minutes with no objections.

5. TECHNICAL TOPICS – MOTIONS:

- a. Motions during PDG meeting included:
- Approval of previous PDG meeting minutes – all responses affirmative.

6. TECHNICAL TOPICS – NEW ACTION ITEMS:

Action	Assigned to:	Due Date:
Further evaluation of DIS Enumeration maintenance process and tools	Gravitz/Abbott	30 Apr 2019
Update and evolve Draft PSG	Konwin	30 Apr 2019

7. NEXT MEETING:

The date discussed for the next PDG meeting was not determined, but likely in late Spring as part of the movement to balloting. The agenda, confirmation of time and dial-in numbers will be sent out separately in conjunction with the meeting announcement. Scheduling of the meeting will consider how the event can inform the broader SISO technical community to encourage an informed and involved ballot pool.

8. MEETING ATTENDEES:

Attendance was recorded in the table below based on attendees who signed the sign-in sheet at the face-to-face as well as captured verbally via teleconference capability.

Attendee List Included:

	Name	Organization
1	Abbott, Jeff	LEIDOS
2	Blais, Curtis	NPS MOVES
3	Coolahan, Jim	Coolahan Associates, LLC
4	Gravitz, Peggy	HII-MDIS
5	Gustavson, Paul	SimVentions
6	Konwin, Crash	BAH
7	Lowe, Paul	Boeing
8	Metevier, Chris	CCPC-SC STTC
9	Oates, William	AFAMS
10	Peterson, Mark	L3 Technologies
11	Robey, William	Perduco - SDPE
12	Ruiz, Jose	DGA (French MOD)
13	Sanders, Chuck	DMSCO
14	Schleh, George	DMSCO
15	Young, Billy	US Army / OTC