

eSMR User Group Meeting

Date: December 19, 2007
Time: 10am-11am
Room: Teleconference (SWRCB Staff Only – OIT Quiet Room)
Teleconferencing Number: 916-262-2271
 WebEx Session Name: eSMR User Group
 WebEx Password: water24
 WebEx URL: <http://waterboards.webex.com/waterboards>

Item	Description	Purpose	Time	Lead
1	Meeting Items	<ul style="list-style-type: none"> ▪ Roll-call ▪ Approve past minutes ▪ Review agenda ▪ Past Action Items 	10	All
2	Current discharger eSMR submission process	<ul style="list-style-type: none"> ▪ Confirm requirements gathered during 12/12 meeting 	15	All
3	Current Case Worker eSMR Process	<ul style="list-style-type: none"> ▪ Document the current process for eSMR Case Worker users ▪ View demonstration 	20	Don Swiden/Russ Colby
4	eSMR Process	<ul style="list-style-type: none"> ▪ Review eSMR procedural flowchart to find weak/strong areas of development 	10	All
5	Next Meeting Items	<ul style="list-style-type: none"> ▪ Review Action Items ▪ Set Agenda 	5	Ron Robinette

Past Action Items:

Item #	Who	Action Item	Status/Notes
1	Darrin/Russ	Coding Process	Decide on policy of electronic submission process. Decide if submission is required in both electronic and paper format.
2	All	Coding Process	Develop Quality Assurance/Quality Check process for electronic coding. Discharger/Case worker.
3	Don/All	DDLs	Review drop-down values used for electronic coding process and determine if there are any missing or no longer valid.
4	All	Confirm Requirements	Confirm changes/requirements for permit coding process.
5	Hoang/Francisco	Permit Coding Design Draft	PENDING CONFIRMATION. Create mock-up screens for changes/requirements gathered for coding process.
6	All	Discharger Submission	Review Mantis issues related to “discharger screen”, “error check”, and “CDF Tool” as the 12/12 meeting will be spent review the discharger portion of eSMR.
7	Ron	Process Flowchart	New. Allow process routing to change due to changes in permit.