METADATA DICTIONARY REVIEW TEAM
Timeline/Action Items (revised 01 August 2002)

July 16 - Marcia sends suggested format to dictionary team members for each member to document/exchange their internal schemes/models.

July 23 - Group sends back their completed forms to Marcia.

July 26 - Marcia consolidates the completed forms into one document and sends back to group.

July 30 - Group sends comments back to Marcia.

August 1 ˆ Marcia consolidates comments and sends back to group.

August 1 ˆ Group conference call re: combined dictionary spreadsheet/next steps.

August 1 ˆ Marcia sends Paul PBS,s dictionary spreadsheet, Paul re-sends to group.

August 2 ˆ Paul imports combined dictionary info into Filemaker (v.5), with additional field for unique ID for each record, and field(s)/nomenclature to allow each dictionary team member to group similar fields ˆ Paul sends to group.

August 7 ˆ Feedback on Filemaker database due back to group by - as needed (OK to re-distribute with suggested changes if you choose). If no other changes are suggested, group agrees to use.

August 8 ˆ 14 - Using agreed-upon Filemaker database, each group member meets with their internal subject matter experts to group similar fields.

August 9 ˆ User Requirements Team submits its findings to Dictionary Review Team.

August 14 ˆ Each group member sends their (grouped) Filemaker database to Paul

August 15 ˆ Paul re-sends combined, grouped Filemaker database to group

August 16 , 2 p.m. ET ˆ Next group conference call to discuss field groupings (same dial-in instructions). Note two changes: this conference call was originally scheduled for 8/14, and was originally to discuss use case findings. This call will now focus on how to continue to work with the data in order to drive preliminary recommendations to the Working Group. An additional call to discuss the use

case information is indicated below. Please let Marcia know if you have schedule conflicts for this call.

August 21, 2 p.m. ET ˆ Proposed newly rescheduled conference call (same dial-in instructions) to discuss use case info from User Requirements team, and to identify final steps to form preliminary recommendations. Please let Marcia know if you have schedule conflicts for this call.

August 23 - Dictionary team completes its work with preliminary recommendations. ** This date should be re-examined based on the 9/4 delivery date **

September 4 - Dictionary team sends preliminary recommendations report to Working Group for review prior to discussion at 2nd Working Group meeting.