



Emerging Technologies Work Group

Monthly Meeting Agenda

Monday, March 8, 2010 - - 2pm - 4 pm

24 Aviation Road, Suite 103 Albany, NY

We will be using WebEx – Please see email.

Type of meeting:	Monthly Meeting	Facilitator: Corinne Brennen	DAverill@nysdhcr.gov 402-3227 Corinne.Brennen@dirad.com 438-6000 x133 MccartJ@assembly.state.ny.us 455-5489
Note taker:	Duane Averill	Next Meeting April 12, 2010	
Attendees:	Duane Averill (NYS DHCR); Corinne Brennen (DiRad); Jason DiGianni (NYS DOB) Security; Jim Costello (CTG) Webmaster's Guild; Derek Werthmuller (CTG); Frank Slade (NYS DCS); Rich Zaziski (FYI Solutions); Donna O'Leary (NYSTEC); Estelle Council (NYS Parole) IT Accessibility; Kristen Albright (NYS Parole) IT Accessibility Teleconference: Cliff Goggins (Citrix); David Kroening (NYS Insurance)		

----- Agenda Topics -----

<p>I. Opening Remarks / Introductions Conference Call / Please mute.</p>	<ul style="list-style-type: none"> • Corinne opened the meeting at 2:10 welcoming everyone and going around the table doing introductions. • Corinne mentioned that conference call attendees please make sure you put your phones on mute and not hold, as we had music played in our last meeting when a caller put us on hold.
<p>II. Web 2.0 Project Plan – Update Review business needs identified to date Legal Next steps</p>	<ul style="list-style-type: none"> • The project plan is in the process of being finalized before it is sent to the WorkGroup Co-Chairs for input. • Greg has reviewed the document and a meeting will be scheduled to develop priorities • Greg had solicited feedback from the Forum legal advisor on the usage of Web 2.0 tools by the Forum. The Attorney stated that we should have a disclaimer statement on anything that is outward facing. • Corinne handed out a Business Needs chart and lively discussion ensued. Corinne asked members to fill out the third column, which identifies possible tools to be used to address the business needs. • Once we have the chart filled out, we will need to put a column on the chart for priorities and prioritize with Greg what we want to implement within The Forum. • When looking at the chart, it was discussed that there were really three categories in which all business needs could be placed: Collaboration; Document Repository; Community Facilitation. • It was brought up in the discussion that the Collaboration and Document Repository were both Tactical, while the Community Facilitation was relational.

	<ul style="list-style-type: none"> • Derek brought up the point that there are two categories of tools which can be filled in the third column – hosted or installed platforms. We are looking for all suggestions for meeting business needs with no restrictions.
<p>III. March 24th Presentation PIO's – Communications Directors</p>	<ul style="list-style-type: none"> • We have four presenters who have been selected to present at the March 24th Seminar. One presenter is a CIO, another a PIO, another an implementer of Web 2.0 and a fourth a vendor. • The targeted audience for the Seminar are Executive Staff and Public Information Officers /Communication Directors – After discussion on how to reach that community with an announcement, Estelle and Frank will talk to their PIO's to get a listing to send out a notice. • 26 individuals signed up for the Seminar on the day of the announcement. • Duane will talk to PIO director to get presentation and discuss rules of engagement for Seminar. • Duane will be moderator of the session.
<p>IV. CTG Social Media Project update</p>	<ul style="list-style-type: none"> • Derek reported that CTG is finished with their interviews – there were a number of volunteers that they did not interview, as they had many more volunteer than they originally intended. • Volunteers were from local, State and Federal pool. • CTG is finishing their policy analysis paper from local to Federal level. The draft will be available in 3 weeks and will be publicly available by the end of the month. • The document will contain guidelines, components of openness and security and can be used as guidelines for key areas of internal policies.
<p>V. Emerging Technologies Subject Discussion</p>	<ul style="list-style-type: none"> • Life after Web 2.0 – Corinne brought up the point that the Emerging Technologies Workgroup will be in need of 2 co-chairs in the next year – 1 public and 1 private. • There are responsibilities of co-chair that need to be met: <ul style="list-style-type: none"> ○ Attendance at the meetings ○ Availability to report to Executive Committee and Corporate Round Table ○ Setting the agenda, running monthly meetings and taking of meeting minutes and communicating with community. Setting up conference calls and moderating meetings. ○ Setting up Seminars and moderating Seminars. • Discussion on future topics for Emerging Technologies: <ul style="list-style-type: none"> ○ Cloud computing ○ Desktop virtualization ○ E-Discovery ○ DR/BC technologies

	<ul style="list-style-type: none"> ○ Mobile computing ○ SOA ○ Open Source ○ Enterprise Mashups ○ Topics specific to clusters (Health / Safety / Economic Development, etc)
VI. Forum updates	<ul style="list-style-type: none"> ● 3/8 – Accessibility Workgroup hosted “Writing for the Web” – 96 attendees ● 3/12 – Executive Council Meeting - CIO’s office is doing annual report – Rico will be reporting. Huxley Theater 8:30 – 10:00 ● 3/18 – Project Management Workgroup – “After the Charter” ● 3/19 – “Open Government in the Digital Age” – OFT all day presentation 8:30 – 5:00 ● 3/24 – Emerging Technologies Seminar – “Web 2.0 in Government” ● 3/26 – ITCR – combined with EXEC council 8:30 am – Huxley Theater
VII. Adjournment	<ul style="list-style-type: none"> ● Duane reviewed action items and meeting was adjourned at 3:45 pm.
<ul style="list-style-type: none"> ● Review Action Items 	

Action Items:

Action Item Tracking Number	Action Item Description	Date Opened	Status	Date Closed	Person Assigned	Comments
17	Setting up presentation for first quarter of 2010	12/14/9	Ongoing		Corinne Brennen/ Duane Averill	Seminar is coming in place – speakers are selected. Still need to collect and review presentations.
20	Ideas for piloting web 2.0 social media for subcommittee	1/12/9	Ongoing		Kathleen Moorhead/ Team	Combined with #21
21	Project specified - work with Project Management workgroup	1/12/9	Ongoing		Jon Haverly / Kathleen Moorhead	Jon and Kathleen put together business case and are soliciting input
22	Fill in chart – tools to use for Web 2.0 Business Needs	3/10/10	New		Corinne Brennan / attendees	Will be collecting listing of tools to be used for Web 2.0 rollout
23	Send out Project Document to Workgroup Co-chairs for input	3/10/10	New		Corinne Brennan	
24	Obtain listing of PIO’s in NY State	3/10/10	New		Frank Slade/ Estelle Council	Will talk to their agency PIO’s and see if there is a list available to send.
25	Talk to Eddie from OCFS regarding Seminar	3/10/10	New		Duane Averill	