



**Department of Emergency Services**  
**Division of State Radio**  
 Computer Aided Dispatch Project

**Meeting Minutes**

<b>Meeting Title</b>	CAD Weekly Progress Meeting	<b>Time</b>	14:30 to 15:30
<b>Date</b>	03 March 2008	<b>Place</b>	Fraine Barracks, DES Conference Room
<b>Facilitator</b>	Christy Smith	<b>Call-In #</b>	N/A

<b>Accept/Reject:</b>		<b>Date:</b>	
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**Invitee List:**

1. Russ Timmreck
2. Larry Ruebel
3. Rosalie Doerr
4. William Haas
5. Charles Hendrickson
6. Erik Johnson
7. David Kulackoski
8. Olaf Lillestol
9. Brian Sauter
10. Robert Tracy
11. Charles Weisser
12. Carrie Oswald
13. Sarah Keney
14. James Boehm
15. Jim Crow
16. Justin Data
17. Christy Smith

**In Attendance:**

1. Larry Ruebel
2. Carrie Oswald
3. James Boehm
4. Christy Smith

#	Agenda Item	Time Allotted	Presenter or Moderator
1	RFI Gartner Call	15	Christy Smith
Discussion: <ul style="list-style-type: none"> <li>▪ Christy left a message for Sam Stoxen on 03/03/08. She has not heard back from Sam Stoxen whether Gartner or the other research company (CPI?) will be able to research CAD.</li> <li>▪ Larry asked Janelle Quinlan what APCO might have in terms of research for a CAD.</li> <li>▪ Larry also came across Dispatch Monthly (<a href="http://www.911dispatch.com/info/cad/index.html">http://www.911dispatch.com/info/cad/index.html</a>), which lists CAD companies in different tiers, CAD training gear, mapping, resource websites, etc. This will be tremendously helpful in doing our own research!</li> </ul>			
2	Determine who will be involved in RFI research questions	15	Technical Group, Supervisors
Discussion: <ul style="list-style-type: none"> <li>▪ This issue was tabled until the next meeting (Monday, 03/10/08)</li> </ul>			
3	RFI Research Questions & Information Brainstorming with Supervisors	15	Technical Group, Supervisors
Discussion: <ul style="list-style-type: none"> <li>▪ Larry, Jim, Carrie, and Christy did some initial brainstorming of questions that might be included in the RFI.</li> <li>▪ This list will be reviewed and built upon in the next meeting (03/10/08)</li> </ul>			
4	Follow up from previous action items	10	Technical Group
Discussion:			

<ul style="list-style-type: none"> <li>▪ Christy to get Technical Group access to P:\CAD. <ul style="list-style-type: none"> <li>○ This issue was tabled until the next meeting (Monday, 03/10/08)</li> <li>○ Christy called the ITD Help Desk to find out why Larry couldn't see P:\CAD.</li> <li>○ Gerald Goldberg explained that anyone outside of ITD wouldn't be able to see ITD's P: drive. State Radio would have their own "P: drive", which ITD can't see.</li> <li>○ Gerald suggested I call Kevin Nosbusch to find out about using SharePoint.</li> <li>○ Kevin said that using SharePoint just for filesharing and for use by State of ND employees would cost \$3.75 per user per month for those outside of ITD.</li> <li>○ Christy recommends continuing to e-mail project documents to the team, and using the WMS to keep those documents as well. Larry Ruebel would continue approving meeting minutes, etc., on Russ' behalf, in the WMS.</li> <li>○ Christy will ask the CAD Technical Group if this is acceptable, or if they would rather move to SharePoint, in next Monday's meeting</li> </ul> </li> </ul>			
<b>5</b>	Discussion of new Action Items / Issues / Concerns	5	Technical Group, Supervisors
Discussion: <ul style="list-style-type: none"> <li>▪</li> </ul>			

#	Action Item	Assigned To	Due Date
1	Define core requirements for RFI	Tech Group / Supervisors	03/14/08
2	Review and add to RFI research questions	Tech Group / Supervisors	03/14/08
2	Collect technical questions for RFI	Tech Group / Supervisors	03/14/08
3	Schedule meeting to review requirements with stakeholders	Russ / Larry	03/14/08
4	Review and sign-off RFI Project Plan	Russ / Tech Group	03/21/08
5	Review requirements with stakeholders	Tech Group / Stakeholders	03/21/08