# TT-MDG Telecon 2017T1 – Notes

Date: 7 June 2017

Time: 0800 UTC

Location: WebEx

**Attendance**

Chair: Bob WILSON

Secretary: Steve Foreman

Kate ROBERTS, Anna MILAN,  Frédéric GUILLAUD, Hermann ASENSIO, Yasutaka HOKASE, Shuichi, Todd LOVELL

**Notes (Type: A**ction**, I**nformation**, D**ecision**)**

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| --- | --- | --- | --- | --- |
| No.  | **Description**  | **Who**  | **When**  | **Type**  |
| 1.
 | **Introductions**  |   |   |   |
| 1.1  | Members of the team introduced themselves.  |   |   | I  |
| 1.
 | **Nominate chair and co-chair**  |   |   |   |
| 2.1  | The team agreed on: Kate Roberts and  Anna Milan as the co-chairs.  |   |   | D  |
| 1.
 | **Commence brief terms of reference**  |   |   |   |
| 3.1  | Draft Terms of Reference  * Monitor effectiveness of metadata, including developing and approach to assessing effectiveness.
* Assess the effectiveness of the examples for authors and update and maintain the examples on the wiki.
* Develop training materials to support existing and new guidance for authors.
* Recommend tools to assist with the creation of metadata records.
* Maintain consistency across the guidance, support and training materials.

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| 1.
 | **Commence work plan development, with time lines**  |   |   |   |
|   |   |   |   |   |
| 1.
 | **Documentation** (wiki page [http:/wis.wmo.int/page-TT-MDG](http://http/wis.wmo.int/page-TT-MDG))  |   |   |   |
| 5.1  | Add reference documents to the wiki page  | Steve  |   | A  |
| 1.
 | **Next meeting**  |   |   |   |
|   | End of June  |   |   |  |