# 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**)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **Description** | **Who** | **When** | **Type** |
|  | **Introductions** |  |  |  |
| 1.1 | Members of the team introduced themselves. |  |  | I |
|  | **Nominate chair and co-chair** |  |  |  |
| 2.1 | The team agreed on:  Kate Roberts and  Anna Milan as the co-chairs. |  |  | D |
|  | **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. |  |  |  |
|  | **Commence work plan development, with time lines** |  |  |  |
|  |  |  |  |  |
|  | **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 |
|  | **Next meeting** |  |  |  |
|  | End of June |  |  |  |