

**Business Entity Data Working Group
Minutes – June 14, 2017**

Attendees

Ashley Buzzeo
David Black
Doug Adams
Gary Maragos
Jake Lloyd
Kenny Miller
Leigha Steele
Logan Hall (New)

Matthew Kachura
Melissa Roesner
Samantha Luckhardt
Shawn Wampler
Thor Gibbons
Yeon Kim
Ani Dutta
Jason Boothe

Regrets

Al Wainger
Elliott Plack
Kevin Coyne
Lauren McDermott
Marshall Stevenson

Patrick McLoughlin
Peter Hanna
Rob Livermore
Sandi Stroud

Action Items

Completed

- Respond to Doodle Polls for future face-to-face meetings – All - Complete
- Send Pat list of Working Group Members – Doug - Complete
- Add Pat to Working Group – Doug - Complete
- Send Pat Doodle Polls – Doug - Complete
- Establish collaboration site (Google Drive via MSGIC) – Pat - Complete
- Provide walk-thru of SDAT Business Entity data – Thor (future bi-weekly meeting) (Point of contact identified) - Complete
- Send out a new Doodle Poll for July face-to-face meeting – Doug - Complete
- Confirm rooms for July, August and September face-to-face meetings – Pat - Complete
- Create Business Case Section Templates – Doug – Complete
- Finish setup, test, and provide to working group participants working group email – Jake – Complete
 - MD Business Entity Data <mdbusinessdata@gmail.com>
- Research Master Business Establishment list (Nick Theodore – Business Case “Yoda”) – Matt Complete (Document available on Google Drive)

On-going

- Review Business Case outline and recommend additional sections – All - On-going
- Begin to develop business cases for functional areas – All - Ongoing
- Monitor Working Group email – Jake – On-going
 - MD Business Entity Data <mdbusinessdata@gmail.com>
- Obtain information on previous Economic Development project done by Baker – AI - Partial
- Develop point-of-contact for all commercial data products (A brief description and metadata would be helpful as well.) – Rob, Ashley, Lauren, AI – On-going
- Identify potential participants from unrepresented agencies – Pat, Jake
 - Maryland Open Data Committee - Pat
 - Department of Labor, Licenses and Regulations - Pat
 - Maryland Judiciary - Doug
 - Department of Commerce - Pat
 - Comptroller of Maryland - Pat
 - University of Maryland Librarian - Ashley
 - **Maryland Military Department – NEED LEAD**
 - **Regional Governments – NEED LEAD**
- Provide information on new working group participants – Pat, Jake
- Solicit participant/contact from Maryland/Delaware Association of Librarians – Ken
- Solicit participant/contact from University of Maryland WAYS (SP?) - Matt – talk offline
- Look into previous database discovery efforts by DoIT – Pat
- Divvy up Commercial Datasets for obtaining information – Rob, Ashley, Lauren, AI

New (6/14 Meeting)

- Follow-up with Thor and Ani with any questions we have about the data. Please email us any questions or concerns you have about the database. - David and Doug
- Provide any statements (sentences) that you have for sections of the document, e.g. Security/Confidentiality or Private Business Conflicts – All
- Summary of SDAT walkthrough of Business Entity database - Doug

SDAT Business Entity Database Walkthrough

Ani Dutta, SDAT, provided a walkthrough of the Business Entity database. Thor provided an Entity Type code list. Doug will provide a summary of what Ani shared in a separate document.

Open Discussion

Please continue to upload your use cases and other documents to the Google Drive.

Lauren McDermott has resigned from the Working Group but has provided Logan Hall as a participant from ESRGC.