

**Business Entity Data Working Group
Minutes – June 28, 2017**

Attendees

Doug Adams	Logan Hall
Gary Maragos	Patrick McLoughlin
Kenny Miller	Rob Livermore
Kevin Coyne	Samantha Luckhardt
Leigha Steele	Yeon Kim

Regrets

Ashley Buzzeo	Melissa Roesner
David Black	Peter Hanna
Jake Lloyd	Sandi Stroud
Marshall Stevenson	Shawn Wampler
Matthew Kachura	Thor Gibbons

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)
- 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 - Complete

Suspended (Due to resignation from Working Group)

- Obtain information on previous Economic Development project done by Baker – AI - Partial

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>
- Develop point-of-contact for all commercial data products (A brief description and metadata would be helpful as well.) – Rob, Ashley, Logan – On-going
- Identify potential participants from unrepresented agencies – Pat, Jake
 - Maryland Open Data Committee – Pat – Pat will be serving, new person
 - Department of Labor, Licenses and Regulations – Pat – Struggling to identify
 - Maryland Judiciary - Doug
 - Department of Commerce – Pat – 2 folks – should be at July
 - Comptroller of Maryland – Pat – no progress
 - University of Maryland Librarian – Ashley - progress
 - Maryland Military Department – NEED LEAD
 - Regional Governments – NEED LEAD
- Provide information on new working group participants – Pat, Jake – talk off-line
- 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 – Making progress, pooling information together
- Divvy up Commercial Datasets for obtaining information – Rob, Ashley, Logan
 - Working on items but not on one's missing assigned persons
- 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 – still in work

New (6/28 Meeting)

- None

Open Discussion

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

Al Wainger and Elliott Plack have withdrawn from the Working Group.

Issue with identifying what is Harris Directory - Logan