

**NOAA CIO Council  
Meeting Minutes  
November 25, 2003**

(Special Meeting to Discuss New Standard for Office Automation Software)

**Attendees:**

Carl Staton, Chair  
Bill Turnbull  
Larry Tyminski  
Larry Curran  
Nancy Huang  
Larry Curran  
Greg Bass

Hugh Johnson  
Robert Kidwell  
Sandy Wine  
Mike Jackson  
Trena Simon  
Charley MacFarland

**Decisions/Action Items:** *(Assigned to, Due date)*

Proposal to establish MS Word as NOAA's document file transfer standard - The following comments and action items were discussed (if not separately stated an action item is the responsibility of the NWS/OAR team)

- Check compatibility with DoC (Bob Kidwell, ASAP)
- Coordinate acquisition with AMD
- Ensure that old files will be readable
- Revise presentation for CFO Council/NEP (too many slides/words)
- Alternative section should be more concise
- Concisely state the issues
- State purpose in presentation
- Show coordination with NOAA records manager
- Each LO should work with their CFO to estimate costs (LO CIOs, Dec 20)
- Brief DAAs prior to NEP briefing (LO CIOs, when scheduled)
- Decided not to renew NOAA's agreement with Corel for WP support and maintenance