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| **Date** | | March 17, 2021 | WebEx | | | | | **Time** | | 11:00 – 12:00 AM/PM EST | |
| **Attendees** | | | | | | | | | | | |
| **OCIO CFT Members**  Sebrina Blake, CIO  Francisco Romero, SSD Director/Deputy CIO  Anita Alford, CSP Director/CISO  Sandra Hamilton, PSP Director  Audrey Story, PMG Director  Kevin Fine, Acquisition Lead   * Janean Chambers, Section 508 Coordinator   Alba Sierra, Governance  Chris Miller, Security Lead  D’ Angelo Burks, Security Lead  Tijan Drammeh, ISSM  Ted Butler, ISSM  Omar Robinson, Security Architect  Karen Hartley, Operation/Infrastructure Lead  Jose Toro, Operation/Infrastructure Lead  Mofolasayo Abolarin, Privacy Management  Subodh Pal, EA Lead  Courtney Keen, Acquisitions SME  Chantal Alexander, Acquisition SME   * Shamila Beslow, Acquisition Support Specialist   Nekeshi Hector, Business Partner  Rob Fristrom, Business Partner  Clarence Hawkins, Records Management Officer  Anthony Reeves, Records Management Officer  Manuel Ninapaitan, CFT Coordination | | | | | **Program Office Participants:**   * Rudette Pinkney, Management Analyst * Mega Steel, Management Analyst * Linda Hitt, Deputy Director   **Vendor (SSINC):**   * Mike Kelly * Cameron DeLaFleur | | | | | | |
| 1. **Agenda Items** | | | | | | | | | | | |
| **Background Information:** Acquisition with SSI and PSC to scan ACF mail into SWIFT when it comes in the mailroom. It was a request from IOAS to have the mail scanned through SWIFT due to the current virtual work environment.  SSI & PSC providing a written proposal.  **Meeting Objective:** *Program Office to present business need to initiate requirements gathering*  **Introductions**  **Discussion**   * Review Intake Request form * Explore current state and use cases   **Determine Action Items and Next Steps** | | | | | | | | | | | |
| 1. **Action Items:** | | | | | | | | | | | |
| **New/Pending Action Items** | | | | | | | | | | | |
| **#** | **Title** | | | **Action Description** | | | **Lead/Responsible** | | | | **Date/Status** |
| 1 |  | | |  | | |  | | | |  |
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| 1. **Artifacts:** | | | | | | | | | | | |
| **#** | **Artifact Name** | | | **Lead/Responsible** | | | **Date/Status** | | | | **Signature Required (Y/N)** |
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| 1. **Decisions/Outstanding Questions:** | | | | | | | | | | | |
| **#** | | **Decision Description** | | | | **Decision/Date** | | | **Notes/Comments** | | |
| 1 | |  | | | |  | | |  | | |
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| 1. **Risks:** | | | | | | | | | | | |
| **#** | | **Risks Description** | | | | **Resolution/Date** | | | **Notes/Comments** | | |
| 1 | |  | | | |  | | |  | | |
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