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| **Title** | **VAM VAEC Security Weekly Meeting** |
| **Date/Time** | February 19, 2019 2:00pm – 3:00pm EST |
| **Virtual or F2F** | Virtual |
| **Access Information** | <https://meet.rtc.va.gov/nilesh.lal/9DDGL1CS>  844-376-0278, access code: 63568907 (East)  844-815-1331, access code: 63568907 (East)  844-770-5400, access code: 63568907 (East) |
| **Facilitator** | Nilesh Lal |
| **Scribe** | Nilesh Lal |

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| 1. Agenda |

1. Roll Call
2. Technical update from Conor Dowling and Mike Furoyama
3. Management update from Nilesh Lal
4. Action item review​

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| 2. Attendees |

1. Dr. Rafael Richards – VA Business Owner
2. Mr. Michael Weckesser – VA CS
3. Mr. Robert Goode – VA COR
4. Mr. Tom Spinelli – VA PM
5. Ms. Owsley Cheryl – VA PM
6. Mr. Joseph Fourcade – VAEC ISO
7. Christy Lentile – AbleVets Portfolio Director
8. Nilesh Lal – AbleVets PM
9. Tom Willcox - AbleVets CIO
10. Conor Dowling – Technical Architect Caregraf
11. Mike Furoyama – Technical Lead HRG
12. Adam Akamine - Developer HRG
13. Christie Rindle – Developer HRG

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| 3. Key Points |

1. Conor Dowling provided the details on the RPC definition and toolkit. For further details: <https://github.com/vistadataproject/RPCDefinitionToolkit#rpc-definition-and-toolkit>
2. Mike Furoyama provided the details on the RPC definition and toolkit. For further details: <https://github.com/vistadataproject/RPCMonitor>
3. Nilesh Lal provided the status update on the onboarding and A&A process . For further details: <https://github.com/vistadataproject/VAM2ProjectManagement/tree/master/Documents>
4. An additional VA team member was noted on the call. Ms. Cheryl will be working with Mr. Spinelli (VA PM).

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| 4. Action Items |

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| **Item Number** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Setup the technical deep dive meeting after March 15th in Washington DC | Nilesh Lal | 3/8/2019 |
| 2 | Update A&A details on Github | Nilesh Lal | 2/28/2019 |
| 3 | Get signature on technical Kickoff from Dana | Michael Weckes | 2/28/2019 |
| 4 | Setup meeting on 2/22/2019 with Mr. Joe to discuss A&A status | Nilesh Lal | 2/21/2019 |
| 5 | Setup a separate meeting on the week of 2/25/2019 to discuss the release process with VAEC team | Nilesh Lal | 2/25/2019 |