*CAaRRAY/CAintegrator*

Meeting Minutes

Meeting Date: 01/03/2013

Meeting Location: Online/Remote

Approval:

Recorded By: Shine Jacob

# Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Organization** | **Present** |
| Juli Klemm |  | NCI | X |
| Mervi Heiskanen |  | NCI | X |
| Ishwar Chandramouliswaran |  | NCI |  |
| JJ Pan |  | NCI | X |
| Jill Hadfield |  | NCI | X |
| Xiaopeng Bian |  | NCI |  |
| Ulli Wagner |  | SAIC-F | X |
| Larry Brem |  | SAIC-F |  |
| Sreeni Nampally |  | SAIC-F | X |
| Rashmi Srinivasa |  | 5AM |  |
| Will Fitzhugh |  | 5AM |  |
| Abe Evans |  | 5AM | X |
| Jacob Mensah |  | TerpSys |  |
| Cuong Nguyen |  | TerpSys | X |
| Brian Hughes |  | TerpSys | X |
| Yeon Choi |  | TerpSys |  |
| Henry Schaefer |  | ESAC |  |
| Marina Omelchenko |  | ESAC | X |
| Shine Jacob |  | ESAC | X |

# Meeting Location

Building:N/A

Conference Room:N/A

Conference Line: 1-800-366-7242 pc: 75 811 08

Web Address: <https://cbiit.webex.com/cbiit/j.php?J=730765804&PW=NM2M0NTEwNjc0>

Meeting Number: 730 765 804

Meeting Password: caA\_caI

# Meeting Start

Meeting Schedule Start: 1::00pm

Meeting Actual Start:

# Agenda

* OSDI effort - Updates/Milestones
  + Project kick-off – January 7th 2013
  + Goals for January 2013
  + Account Setup
* Project Management Plan in EPLC Format
  + Due by Jan 4th 2013
* Release updates – caIntegrator
  + Appscan – QA Scan ongoing (for request send jn Oct 31st)
* Updates – caArray user issues (reported by Eve)
  + Resolved. Database issue - mysql seemed to have dropped some tables but not physically removed them from the file system and this caused the failure.
* Project Plan (MS Project)
  + Major features for release 1
  + CSM/UPT
  + 508 compliance May 13th
* Action Items from last week.

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** | **Status** |
| Include CSM/UPT upgrade on the Project Plan for release 1 | Shine/Rashmi | 01/04/2013 |  |
| PMP in EPLC format | Shine/Rashmi | 01/04/2013 |  |
| Account Setup on github and procedures for team members. | Abe/Shine/Ulli | 01/04/2013 | Completed |
| ‘508 compliance by 5/13’ on the project plan | Shine/Rashmi | 01/04/2013 |  |

# Meeting End

# Meeting Schedule End: 2::00pm

Meeting Actual End: 1:15pm

# Post Meeting Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** | **Status** |
| Checklist for OSDI kick-off | Shine/Rashmi | 01/04/2013 |  |
| Include CSM/UPT upgrade on the Project Plan for release 1 | Shine/Rashmi | 01/04/2013 |  |
| PMP in EPLC format | Shine/Rashmi | 01/04/2013 |  |
| ‘508 compliance by 5/13’ on the project plan | Shine/Rashmi | 01/04/2013 |  |
| Shadygrove move Orientation | Team | 01/09/2013  (Make up date Jan 16th ) |  |

# Decisions Made

# Next Meeting

Next Meeting: Online; 1/8/2013 1:00PM-2:00PM