*CAaRRAY/CAintegrator*

Meeting Minutes

Meeting Date: 06/18/2013

Meeting Location: Online/Remote

Approval:

Recorded By: Michael Hunter

# NOTE: we’ve switched to using the wiki format for our notes. See <https://wiki.nci.nih.gov/display/caArray2project/2013-06-18+Status+Meeting+Notes>.

# Attendance

|  |  |  |
| --- | --- | --- |
| **Name** | **Organization** | **Present** |
| Xiaopeng Bian | NCI |  |
| Larry Brem | SAIC-F |  |
| Ishwar Chandramouliswaran | NCI |  |
| Winston Cheng | 5AM | X |
| Yeon Choi | TerpSys |  |
| Sudha Chudamani | SAIC-F |  |
| Abe Evans-El | 5AM | X |
| Sarah Elkins | TerpSys |  |
| Jill Hadfield | NCI |  |
| Mervi Heiskanen | NCI | X |
| Brian Hughes | Terpsys |  |
| Mike Hunter | 5AM | X |
| Shine Jacob | ESAC | X |
| Juli Klemm | NCI | X |
| Jacob Mensah | Terpsys | X |
| Cuong Nguyen | Terpsys |  |
| Marina Omelchenko | ESAC | X |
| JJ Pan | NCI | X |
| Henry Schaefer | ESAC |  |
| Don Swan | Terpsys |  |
| Ulli Wagner | SAIC-F | X |

# Meeting Location

Building: N/A

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

Web Address: <https://cbiit.webex.com/cbiit/j.php?ED=212705637&UID=1338641927&PW=NNjhmYWEzOGQ0&RT=MiMxMQ%3D%3D>

Meeting Number: 739 041 806

Meeting Password: caA\_caI

# Meeting Start

Meeting Schedule Start: 2:00 pm

Meeting Actual Start: 2:0X pm

# Agenda

* Ongoing Development:
  + caArray:
    - 2.5.1 RC2
      * The Security Team successfully completed the appscan ([TASKMGT-5914](https://system-requests-test.nci.nih.gov:7443/jira/browse/TASKMGT-5914)).
      * Winston and Marina are investigating an error that occurred when Marina used the installer to upgrade the QA database.
    - For the [iteration that ends today](https://wiki.nci.nih.gov/pages/viewpage.action?pageId=133267636):
      * Investigate/plan the CSM/UPT upgrade
        + 4.3.2.1 (fixes security issue in 4.2.3)

No CSM API changes between 4.2.3 and 4.2.3.1 🡺 Free to upgrade UPT to 4.2.3.1 without making any changes with CSM or caArray.

* + - * + 4.5 (adds password management)

Removed from consideration because no documentation or downloads exist. (Confirmed with Ulli.)

* + - * + 5.0

UPT 5.0 is not compatible with CSM 4.2; however, we’re unable to tell if UPT 4.2 is compatible with CSM 5.0.

To evaluate changes to the caArray application, we need access to the upgrade scripts in the 5.0 release to see what has changed in the schema. (Working with JJ to find those.)

* + - * Investigate/plan the move from the DB to the file system
        + Cuong confirmed we can continue with the current backup strategy.
        + We’re scheduling a test run of restoring from tape backup to run the next time we refresh STAGE.
    - 2.5.2 Release
      * Focus on C&A review
        + Craig Hayn and Jody Jacobs are joining us at 2:30 today to confirm the FISMA POAM items in Jira.
  + caIntegrator:
    - 1.4.1 RC2
      * All testing completed successfully on the QA tier.
      * Abe and Marina are working with the Security Team to get the appscan on the QA tier started today.
      * Mike is working on completing the manual Section 508 checks by COB today.
    - The [iteration that ends today](https://wiki.nci.nih.gov/display/caIntegrator/v1.5+-+Iteration+1) focuses on performance improvements and testing under load.
* User Support:
  + Winston will be joining an internal call this afternoon with TRANSCEND regarding Agilent data and parsing functionality to speak to caArray’s functionality.
* Systems:
* Documentation:
  + “Data Submitters Quick Start Guide”
    - Mike finished reviewing the materials from the Molecular Analysis Tools Knowledge Center (MAT KC) that describe how to submit data. He’ll coordinate with Jill to discuss the documentation update process.
* Update from App Support: None.

# Meeting End

# Meeting Schedule End: 3:00 pm

Meeting Actual End: X:XX pm

# Action Items

The latest state of all action items is always available here: <https://github.com/NCIP/caarray-docs/blob/master/project_management/caArray_caIntegrator_Action_Items.xlsx>

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Assigned To** | **Date Created** | **Status** |
| 82. Hold a meeting with Jacob Shine, Juli Klemm, Ulli Wagner, and JJ Pan to plan the caArray 2.5.2 release and the caIntegrator 1.4.2 release. | Mike Hunter | 5/14/2013 | In Progress |
| 83. Run Section 508 scan on caIntegrator QA Tier. | Mike Hunter | 5/14/2013 | In Progress |
| 88. Schedule meeting with Eve and Tabitha to discuss performance and usability. | Mike Hunter | 5/28/2013 | In Progress |
| 90. Review the MAT KC videos related to data submission (links provided by Jill). | Mike Hunter | 5/28/2013 | In Progress |
| 92. Discuss the documentation update process | Mike Hunter / Jill Hadfield | 6/4/2013 | Assigned |
| 93. Find the past FISMA documentation and confirm the tracker issues | Mike Hunter | 6/4/2013 | Complete |
| 94. Add a %FTE (“Work”) column to the project plans and populate it going forward | Mike Hunter / Shine Jacob | 6/4/2013 | Complete |
| 95. Assess how upgrading UPT for caArray might impact TRANSCEND (any SSO user running different versions of UPT). | Mike Hunter / Winston Cheng / Abe Evans-El | 6/11/2013 | In Progress |
| 96. Follow up with Yeon to confirm that we can continue with our current backup strategy for caArray (impacts move to file system) | Mike Hunter | 6/11/2013 | Complete |
| 97. Provide JJ the purpose and agenda for our meeting with Verifying Group (RE FISMA). | Mike Hunter | 6/11/2013 | Complete |
| 98. Schedule a meeting with Craig Hayn from the Verifying Group to confirm our plan for addressing the FISMA items meets the spirit of the POAM. | JJ Pan | 6/11/2013 | Complete |

# Decisions Made

# Next Meeting

Next Meeting: Online; 6/25/2013 2:00PM-3:00PM