*CAaRRAY/CAintegrator*

Meeting Minutes

Meeting Date: 12/18/2012

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 |  |
| Rashmi Srinivasa |  | 5AM |  |
| Will Fitzhugh |  | 5AM | X |
| Abe Evans |  | 5AM | X |
| Jacob Mensah |  | TerpSys |  |
| Cuong Nguyen |  | TerpSys | X |
| Brian Hughes |  | TerpSys | X |
| Yeon Choi |  | TerpSys | X |
| 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: 2::00pm

Meeting Actual Start: 2:00pm

# Agenda

* Implementation of changes to the CSM API - change management request  #37
  + Existing CSM Version – No extra effort
  + Upgrade to CSM 5.0 (and corresponding UPT) and QA applications with new CSM and UPT

|  |  |  |
| --- | --- | --- |
| Application | Dev LOE (Hours) | QA LOE (Hours) |
| caArray | 32 | 32 |
| caIntegrator | 32 | 32 |

* Project Management Plan in EPLC Format
  + Due by Jan 4th 2013 (caIntegrator earlier)
* OSDI effort - Updates/Milestones
  + Goal for January 2013 (account setup?)
* Release updates – caIntegrator
  + Appscan – QA Scan about to start (Oct 31st)
* 100% 508 compliance by 5/13/2013
* Project Plan (MS Project)
  + Major features for release 1
  + CSM/UPT ??
  + 508 compliance May 13th

# Meeting End

# Meeting Schedule End: 3::00pm

Meeting Actual End: 2:22pm

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| 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 |
| ‘508 compliance by 5/13’ on the project plan | Shine/Rashmi | 01/04/2013 |

# Decisions Made

* Microsoft Project Plan for both caArray and caIntegrator will include the CSM upgrade. Actual availability of new version of CSM is not yet available.
* Project Plan should also include the goals to meet 508 compliance by 5/13.
* Abe/Shine to provide a list of github accounts for Ulli for access to NCIP projects.
* Ulli will circulate the information regarding the Shady Grove move to team.

# Next Meeting

Next Meeting: Online; 1/3/2013 1:00PM-2:00PM