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| Attendees | | | | | |
|  | Jerome Smith (JS) | President |  | Gina Nairn (GN) | BTSG PM |
|  | Jennifer Huong (JH) | VP of Operations |  | Jack Kennedy (JK) | Systems Architect |
|  | Norman Johnson (NJ) | CTO |  | Tisha Berry (TB) | Cyber Analyst |

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| Agenda |
| **Purpose:** Report current progress of Server project, decide on resource priorities, review risks, and facilitate cyber submission decision.  **Meeting Location/Connection Information:** Zoom, [link here](http://www.ginanairn.com), or call in 1-888-555-1212 PIN 987654 |

|  | Item | Details | Discussion/Minutes |
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|  | Charter Signed | 1. Posted in MS Teams at link: [Teams Link](http://www.ginanairn.com) 2. Signed by project sponsor last week | (GN) kudos to the team for facilitating the charter. |
|  | Status Metrics | 1. Project tasking is 64% complete (Status Green) 2. Implementation is 13% ahead of schedule, and $9,000 under budget | (JS) asked for clarification on whether the $9K indicates the spending being behind or some other savings. (GN) the savings are from a vendor discount. |
|  | Schedule Progress | 1. Decision needed: deadline before or after conclusion of O365 project 2. Impacts rollout dates    1. Hardware Project impacted by 21 days    2. Call Center Project impact unknown       1. Need further research | (JH) Deadline should be after the O365 project is complete.  (NJ) Will work with team to try to mitigate the 21 days impact and reduce to 14 with an extra server team resource. |
|  | Resources | 1. Need resource to research call center project impact (20 hrs/week - 6 weeks) | (NJ) No resource available for that long – need to hire a consultant |
|  | Documentation | 1. Requirements doc complete and ready for team review 2. Implementation Plan | (JK) Need review comments by 4/2 |
|  | Risk Register Review | 1. Highest risk: funding for TechDom software license renewal (Red, funding due in 5 days and not approved) 2. Equipment arrival dates not received | (NJ) Equipment arrival will start 5/15 |
|  | Cyber decision | 1. Cyber package is ready to go 2. Decision needed: submit cyber package to authorization team? | (TB) Recommend submission  (JS) Submission approved |

| Action Items / Unresolved Issues | | | |
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| Item | Owner | Due | Status |
| Submit cyber package to authorization team | TB | 4/5 | In Progress |
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