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| VA Logo | **VHA OIA Innovation**  **Increase Enrollment in My HealtheVet**  *Weekly Sprint Meeting Minutes* |

**Date**: October 27, 2014

**Dial-In**: Lync Meeting

**Meeting Lead:** Joy Forester

**Time**: 12:30 PM – 1:30 PM EST

**Access** **Code:** n/a

**Facilitator/Scribe**: Joy Forester

**Invitees:**

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|  | **Name** | **Role** | **Organization** |
| x | Bill Frey | Test Engineer | HP Enterprise Services |
| x | Brian Stevenson | VA PM-COR | VHA OIA Innovations |
| x | Danielle Krakora | Lead Innovator | Cleveland VAMC |
| x | James Harris | M/VistA Developer | HP Enterprise Services |
| x | Joy Forester | Program/Project Mgr | HP Enterprise Services |
| x | Terri Ruggerie | MHV Coordinator | VISN 10 Ohio |
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**Discussion:**

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| **Topic: Project Management** | **Presenter: Joy Forester** |
| * High Level Schedule:   + Sprint 0 Planning & Environment Setup 8/18/2014 – 9/**5**/2014   + Sprint 1 Prototype Development 9/08/2014 – 10/3/2014   + **Sprint 2 Prototype Development 10/6/2014 – 10/31/2014**   + Sprint 3 Prototype Development 11/3/2014 – 11/28/2014   + Sprint 4 Formal Testing 12/1/2014 – 12/26/2014   + Sprint 5 Correct Deficiencies 1/19/2014 – 2/06/2014 * Team has completed 75% Sprint 2 development. * Sprint 2 ends on Friday 10/31**;** User Story #3: Add/Display VistA MHV Enrollment fields is completed; the remaining week the team will be focusing on updating the documentation deliverables for the Sprint 2 Collaborative Deliverable Package (CDP). | |
| **Prototype Development & Testing** | **Presenter: Development Team** |
| * DEV: James completed development of the 3 MHV Enrollment fields; the options and actions for each field; expanded actions; added reason #6 to Socialization question; updated user workflow to be more logical; set up a GOLD (dev) account; CPM (test) account will be for the end users to functionally test. * TEST/BA: Bill is updating creating his test scripts for US#3 and updating the Testing manual.   Project User Stories are:   * + US #1: Add/Display VistA alert for MHV enrollment   + US #2: Add/Display VistA Patient MHV socialization question   + US #3: Add/Display VistA MHV Enrollment fields (3)   + US #4: Add MHV Data Consistency Check | |
| **Prototype Demonstration** | **Presenter: Bill May** |
| * Bill walked thru what has been completed to date US#3, including the updated workflow from Alert to Socialization Question to Enrollment Fields based on the decision tree.     To log into the CPM account to play with the functionality, SMEs can use Attachmate and enter the below settings.  Access code: cprs1234  Verify code: CPRS4321$  cid:image002.png@01CFEC69.E8DC59F0   * SMEs had to drop for another call so Bill will complete demo recording after tomorrow’s scrum on Tues 10/28. Afterwards, he will upload the video of Sprint 2 Demo 2 to the innovation cloud storage area at https://vacloud.us/storage/MHV Enrollment. | |
| * Danielle was pleased; conveyed that their SME working committee were happy with the software enhancements delivered in Sprint 2. | |
| **Topic: Risks, Actions, and Open Floor** | **Presenter: Kristen Kriwox** |
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| **No.** | **Action Item** | **Assigned To** | **Date**  **Assigned** | **Date Complete** | **Status** |
| 1 | Set up Innovations K/T Meeting | Joy Forester | 8/25/14 | 8/26/14 | Done |
| 2 | Follow up with contractor reciprocity paperwork status | Brian Stevenson | 8/25/14 | 9/8/14 | Done |
| 3 | Look into setting up our project GitHub repository to upload code, documentation and Collaborative Development Package components. | Brian Stevenson | 9/16/14 | 9/17/14 | Done |