**Telepathology Team Meeting Action Tracker Cumulative**

**Actions & Notes from Telepathology Team Call on 3 April 2015**

1. Stuart reviewed steps and plans for the SME/Sprint Meeting on Friday 24 April. He hopes to be able to demonstrate an integration with the Aperio product and HL7. He plans to discuss a sequencing diagram that resulted from the last meeting.
2. Dee reviewed GitHub procedures. He encountered some difficulties with permissions but has established folders. He encouraged everyone to try it out. John will provide him copies of the current RSD, SDD and RTM as well as test results.
3. Nihant has run the Fortify scans which asked for many references. He and Dee discussed how to scan the baseline code as well as the code which contains only the code changes.
4. Stuart had not found any information on the ISO for the Patch 138 effort – Felipe Lopez. John stated he had searched the GAL for 20 minutes on Tuesday with no success.
5. Stuart and Nihant reviewed a proposed response to the ISO regarding Telepathology Security Relevance Review. Nihant had prepared a draft and needed Stuart’s technical assessment. Changes were made.

**Actions & Notes from Telepathology Team Call on 21 April 2015**

1. John and Stuart discussed the impact of SME requirements from the last meeting. They are still assessing whether they will have to make major adjustments to accommodate the suggested processes. Angela asked that if there is scope change, that she be informed soonest.
2. Stuart discussed plans for the upcoming Sprint 4 and SME meeting scheduled for April 24th. He will, if possible, demonstrate the Aperio integration with the viewer and HL7 messaging. Angela confirmed her availability for the meting. John will send out the meeting announcement.
3. The team discussed GitHub progress. John asked Dee to create the folders so that documents can be placed in the GitHub, per the contract.
4. Csaba has completed his TMS training. John will contact Brian Ortega to find out what else is needed for his certification to the project. Csaba stated he has had a VA access for 10 years.
5. When discussing security and ATO items, Stuart provided the name of Felipe Lopez from El Paso, Tx. Evidently Felipe was involved with the C&A of the imaging project previously. John will provide to Nihant and Michael Barrenechea.

**Actions & Notes from Telepathology Team Call on 16 April 2015**

1. ~~Discussed the possible impact of requirements laid out by Drs. Chensue and Gusack at the Friday SME meeting and a follow-up email from 5/15. Stuart and Dee want a bit of time to digest the implications. This may become an item of contract interest. We will likely have a separate meeting to discuss in detail.~~
2. ~~Discussed GitHub. Everyone has accessed the site. Dee provided handouts to log in and navigate. He will set up folders hopefully by the end of the week. Dee will coordinate.~~
3. ~~Discussed Test Environment set up. Stuart sent an email to request additional members to be on the environment at the same time so that Kalpana can work with Wesley for set-up.~~
4. ~~Access issues – Csaba finally received access to complete the TMS documents. Nihant has not gotten access yet.~~
5. ~~Nihant briefed the status of the ATO and ISO discussions. We have not located previous documents. Stuart suggested sites in El Paso Tx to check if the documents are not found in the Smart system.~~
6. ~~Dee stated he is working with Aperio for setting up in the sandbox. He will then conduct integration of his code with Aperio and will be writing up a separate work-flow report.~~
7. ~~Kalpana and Dee discussed when code will be available for testing and which source to use.~~

**Actions & Notes from Telepathology Team Call on 14 April 2015**

1. Dee commented on follow-on discussions he had with Stuart after the SME meeting on 10 April. He stated that based on what Drs Chensue and Gusack were advocating, there is a possible scope issue that may impact contract. The issue is the workflow requirement for changing an accession intake at a referral site. Dr Gusack indicated this was a mandatory requirement while the team had assumed that the requirement was informal and generated via Dr. Chensue’s IT shop. It was agreed that when Stuart returns from the HIMSS conference we will have a call with other LongView leaders to address the contract implications.
2. John will provide Dee with a list of documents that need to be included in the GitHub.
3. ~~Nihant stated that the ISO has not been able to find previous Telepathology security documents. They are searching the Smart system. He discussed with Dee how to conduct a Fortify Scan in the test environment. Dee asked Csaba to give permission to Nihant to use an area of the test environment. Csaba will address.~~
4. ~~Members on the call addressed GitHub access issues.~~

**Actions & Notes from Telepathology Team Call on 7 April 2015**

1. Dee addressed progress with Aperio. They are interested and excited to participate.
   1. May have to set up a separate VM for them since there may be conflicts with our system because of some of the software they use.
   2. May have to re-purpose a machine for Aperio. Stuart will decide
   3. Should not be stumbling blocks.
   4. If we don’t use Aperio for the SME demonstration on the 10th, it is possible we will invite them on the 24th.
2. ~~Csaba mentioned he is working hard with Kalpana to support her testing efforts.~~
3. ~~Dee expects that he and Stuart will develop the agenda and slides for the presentation on the 24~~~~th~~~~. He expects the demo for that meeting will be to focus on the demo that was not presented on March 27~~~~th~~ ~~due to time limitations. The development team needs to further discuss where reports are stored. He would like to focus on reporting workflow.~~ 
   1. ~~John asked Dee to plan for read-aheads by COB Thursday. He will send out the agenda today.~~
4. ~~Dee stated that Stuart will have to coordinate the set up of Kalpana, Nihant and Wesley into the test environment.~~
5. ~~Regarding the GITHUB, currently accounts are set up for Kane/Kalpana, Csaba, Chris. John asked folks to expedite completion of this set-up. It is very simple.~~
6. ~~Nihant stated his meeting with the ATO, Michael Barrenechea, that was scheduled for Monday has been rescheduled for Wednesday but the time has yet to be confirmed.~~
7. ~~John stated that Dr. Ratcliffe had provided input to Angela regarding the 4 questions that were raised during the 27 March meeting. He will get a copy and provide to the team.~~
8. ~~John and Wesley met regarding preparation of project documentation. They will meet again in the near future and then need to meet with other staff to determine input responsibilities.~~

**Actions & Notes from Telepathology Team Call on 24 March 2015**

1. ~~John thanked the development team for helping get Kalpana (test) environment up and running and providing Nihant with information for the ISO~~
2. ~~Discussed preparations for Friday’s Sprint and SME meeting.  Need to be sure we have a good idea what we are going to present by Thursday morning 10AM meeting as Angela will be on the call.  Will want read aheads for distribution by COB Thursday~~
3. ~~Need to set up the GITHUB as we need to start posting materials to the GitHub.  (i.e. documents, screenshots, etc).  Dee stated his POC is unresponsive and asked if there is another POC that the COR can identify. John will contact COR.~~
4. ~~Discussed establishing the Collaborative Development Environment requirements (post Sprint uploads) for Documents, code, screen shots and release notes etc)~~
5. ~~Nihant/Dee discussed setting up the security environment in same site as Kalpana’s test environment.~~
6. ~~Will set up meeting with Wesley and developers to get documentation coordinated and moving.~~

**Actions & Notes from Telepathology Team Call on 19 March 2015**

1. ~~Bi-Weekly reports are due to the PM/COR on 20 March. Request inputs today. Stuart indicated he would send by email~~
2. ~~Team to set up test environment for Kalpana after the meeting today~~
3. ~~Nihant discussed ISO requirements and interactions with development team.~~
4. John to send email to Zee to get response. Emails to Brian Ortega and COR have not produced results this week.
5. ~~Chris to review notes from 13 March and incorporate Csaba’s notes, if necessary.~~
6. Continue effort to set up GITHUB. Dee
7. ~~Dee to let John know if he gets proper support for setting up Sharepoint with Clif Bradshaw (LongView) for team~~
8. ~~Developers plan for SME and Sprint next week on Friday 27 March. Stuart will be on travel. Will need agenda and slides for next Thursday’s team meeting with Angela.~~

**Actions & Notes from Telepathology Team Call on 17 March 2015**

1. ~~Security Access: Csaba and Nihant still do not have completed access. John to send email to FV security manager to contact Zee from VA to investigate the status.~~
2. ~~Minutes from the SME meeting on 13 March have been drafted and will be distributed by noon today to developers. Please give a quick read to verify the accuracy and any actions. John and Chris will draft the minutes to take the load off the developer, Csaba. However they may not understand all the functional subtleties that a developer might understand.~~
3. ~~New WBS was developed to add meeting dates and specific deliverables. Stuart has a copy. Good opportunity to add new dates as we begin to see the project develop~~
4. ~~Bi-Weekly Inputs. John needs inputs by Thursday this week. Report due Friday. Since we don’t have a Sprint or other such meeting where we list ongoing status and actions. Send list of status and actions to John~~
5. ~~John contact ISO again to help with obtaining software and direction~~
6. ~~GITHUB: Dee will contact POC for GITHUB to set up. The GITHUB is a necessary repository for upcoming deliverables.~~
7. ~~Test Environment: Complete setting up test environment. Kalpana has first draft of Test Plan completed and is working on scripts now.~~
8. ~~Sharepoint: Dee will contact Clif Bradshaw. He will let John know if he encounters delay~~

**Actions & Notes from Telepathology Team Call on 10 March 2015**

1. ~~Preparation for SME Meeting. Please prepare any agenda/notes by COB Thursday~~
2. ~~Dee to contact Clif Bradshaw regarding FirstView Sharepoint environment~~
3. ~~John to contact Brian Ortega regarding Csaba’s security access~~
4. ~~Need to set up the Test Environment~~
5. ~~Contract Deliverable: Collaborative Development Package which includes deliverable to GITHUB each sprint of screenshots/Source Code/Test Data/Documents such as installation guide, test manual, Developer manual, User Guide, tech manual, Sys Admin Guide.~~
6. ~~John to continue to reach out to Michael Barrenechea, ISO, regarding Telepathology ATO and next steps.~~

**Actions & Notes from Telepathology Team Call on 5 March 2015**

1. ~~Bi weekly reports due tomorrow – Stuart/John to update~~
2. Dee to work with Kalpana to set up test environment.
3. ~~Update Minutes/Notes from Friday SME discussion. John/Stuart to discuss. Will ask for Chris’ assistance to format.~~
4. ~~John to call Michael Berenechea regarding ATO/ISO issues. Let Nihant know results to take the next steps.~~
5. ~~Brian Ortega to contact Zee regarding Csaba and access (self enrollment). Csaba gets a notice saying he cannot access because he is already identified as a VA user.~~
6. ~~Next SME meeting on 13 March- will send out agenda/event. Plan for next meeting.~~

**26 February Actions**

1. Set up separate call with Dee, Kalpana and Wesley to discuss architecture
2. ~~Set up meeting with Kalpana regarding testing environment~~
3. ~~Move two Sprint 1 Engineering tasks into Sprint 2 as deferred~~
4. ~~Kane contact Angela re ISO if contact not made today~~
5. ~~Future meetings: hold SME/Demo meeting on 3/13, combine the Sprint 3 and SME/Demo meeting on 27 March~~

**Actions & Notes from Telepathology Team Call on 23 February 2015**

1. ~~Kane to provide a list of emails for all team members~~
2. ~~Kane to establish a Telepathology Sharepoint Site on FirstView server~~
   1. ~~Dee will be administrator~~
3. ~~Wesley and Kanpala can’t open the drop box zip folder…Likely cause is VA firewall. They will try to open from home computer (successful)~~
4. ~~Sprint 2 to be held Friday February 27~~~~th~~
5. ~~Develop Sprint Agenda. Stuart and Dee to get together and have it by today February 24~~~~th~~ ~~or tomorrow February 25~~~~th~~~~.~~
6. ~~Stuart and team working to make sure everything is prepared/up to date and ready for the demo on Friday February 27. (We are on track, showing that it’s all working again).~~
7. ~~Risk Call - Kane/Naquin to have a call with Angela to monitor risk items potentially Wednesday February 25.~~

**Actions & Notes from Telepathology Team Call on 19 February 2015**

1. ~~Bi-Weekly inputs due Feb 20.~~
2. ~~Kane will try to move sprint 2 to 27 Feb to coincide with the 2~~~~nd~~ ~~SME meeting.~~
3. ~~Kane to provide copy of Task order to Wesley for background on what documents are to be written~~
4. ~~Dee will research which documents are already drafted on the TFS~~
5. ~~Dee stated we are not yet at a state where we can give access to the Test Environment servers. Specifically, Wesley asked about access to the hosted environment. Dee will discuss with Stuart.~~
6. ~~Kanpala asked about automated testing tools. Dee mentioned use of “Test Complete” for the scripts. We need to explore if we have a copy of that software or can obtain it. More research required regarding availability or pricing.~~
7. RTM – Dee agreed to be the point man for producing
8. ~~Dee stated that Kanpala can anticipate starting testing around 27 February~~