



SCIS Team Weekly Meeting

PROJECT	ATTENDEES	TAKER	DATE
Team Meeting	BARTROLICH Céline CAURAT Jerome CHU Samantha GUAINEBE Loic MULLER Emilie PEZIEUX Guillaume ZACARIAS Cyril	GUAINEBE Loic	2018-03-20

Agenda

ITEM	DESCRIPTION	DURATION	OWNER
Team Update 1	Change Management process Sharepoint, notifications & Process	1 hour (finish before 2pm)	CAURAT Jerome
Service Delivery	Service Desk Review CCM Change Request	20min	CAURAT Jerome
Solution Governance	DCSP Patch UAT Update WR413/WR435 Explanation ROP ADF - Last version plan promotion in Prod for CA	20 min	MONNOT Celine
Functional Review	Monthly Topic - DCSP KPI Push Range in the UK/Ireland Lewandoski for DCSP Update/follow up Functional Articles in Manual n Canada (ROP)	20min (following after 4pm GMT)	MONNOT Celine
Team Updates 2	Draft SCI Report Walkthrough	1 hour (begin after 4pm)	PEZIEUX Guillaume
Functional Review	Following	40min	MONNOT Celine
Team Update 3	Change Mgt & Capaity Horizon Delivery plan & Planning Period	30min	CHU Samantha

Notes