

ctac	Meeting Minutes for: 18F BPA Kick-off	
Customer/ Program	Meeting Date/Time	Teleconferencing details:
18F RFQ	June 17 1:00	Call in # 18004442801 Code: x8402310

Attendees
Customer: CTAC: Aaron Stowell, Jocelyn Davies, Shawn MacFarland, Paul Baz, Justin Raines, Jake Vose

Meeting Objectives
<ul style="list-style-type: none"> Evaluation of Task Section 1.3.1 Evaluation of Full Stack Spreadsheet of Artifacts Mapping of Personnel to Labor Categories for Team Selection Selection of Team Lead Initial Team Selection

Team Selection:

PM - Aaron
 Scrum Coach - Jocelyn
 Team Lead - Jake
 Design - Annika
 Frontend - Steffen (Ember)
 Backend - Jake /Juan /Justin
 DevOps - Jesse/Bao
 BA - Shawn
 User Testing - Emran

Initial Schedule

Wed	6/17/2015	Kick-off
Thurs	6/18/2015	Implementation Plan Completed
Fri	6/19/2015	AWS Initial Setup
Mon	6/22/2015	App Layer V1 Complete
Tues	6/23/2015	User Testing
Wed	6/24/2015	Incorporate User Testing Feedback
Thurs	6/25/2015	App Layer V2 Complete
Fri	6/26/2015	Launch/Deliver Proposal

Developer Path:

1. Analyze Available Data
2. Choose Data Strategy
3. Design Comps
4. Reference Digital Strategy
5. White House API Standards
6. Develop.

Admin Path:

- 1.) Amazon
- 2.) Docker/ ECS
- 3.) ELB
- 4.) S3
- 5.) Splunk / New Relic / Cloudwatch
- 6.) Security for Environment
- 7.) CloudFront

Questions for RFQ Issue

1. Can we use the same application for all three pools or do they need to be independent?
2. Can we respond to Security events of related to the prototype after submission?

Action Item Log						
Item No.	Initial Date	Description	Action Owner	Suspense Date	Status	Complete Date
1	6/22	Paul Submits Questions to RFQ with Mike	Mike			
2	6/22	Paul determines BPA Proposal Deliver Schedule	Paul			
3	6/18	Justin/Jake Outline App Layer Architecture	Jake			
4	6/18	Justin/Jake/Jesse/Aaron Outline Hosting Layer Architecture	Jake			
5	6/17	Jocelyn establishes Scrum Schedule	Jocelyn			
6	6/19	Aaron establishes deployment schedule for AWS development	Aaron			
7	6/19	Jake establishes Frontend development schedule with Tues Testing	Jake			
8	6/18	Justin established Backend development schedule	Justin			