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| Description: Description: ctac-google-header_360.png | **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 |

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

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| **Meeting Objectives** |
| 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

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| 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?

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| **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 |  |  |  |