**Meeting Minutes**

**MHV Profile Convergence Bi-Weekly Discussion**

**August 17, 2022, 11:00 pm-11:45 pm ET**

## Agenda

* Welcome
* Introductions
* Meeting Purpose
* Overview of Scope of Work Effort
* Near Term Goals
* Long Term Goals
* Just in Time Topics
* Review Actions

Link to the meeting recording:

[Recordings - OneDrive (sharepoint.com)](https://dvagov-my.sharepoint.com/personal/craig_rodgers_va_gov/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fcraig%5Frodgers%5Fva%5Fgov%2FDocuments%2FRecordings%2FMHV%20Profile%20Convergence%20Bi%2DWeekly%20Discussion%2D20220817%5F100131%2DMeeting%20Recording%2Emp4&parent=%2Fpersonal%2Fcraig%5Frodgers%5Fva%5Fgov%2FDocuments%2FRecordings&ga=1)

**Meeting Purpose**

* This meeting will let us talk through what is needed, required, understand needs for moving over the notification preferences from the MHV profile into the VA.gov profile. Be able to submit an intake form to be a profile. So, the work could get started on the back end and on the front end at that point also. That we are talking through what needs to happen.
  + Question: Carnetta – My Health*e*Vet already has an intake and profile for contact information. On appointment email reminders, so I want to make sure that we are clear in this effort if we’re only going to focus on the notification section of profile or are we going to include the contact section?
  + Samara: We only need to focus on the notification preferences section as far as integrating that into VA.gov. VA.gov is already integrated with VA profile contact information. We are 100% sure that notification preferences need to come over.
  + Carnetta: Suggests that the name of the meeting be changed to something more specific to what the meetings will cover, notification preferences for instance.
  + Samara: For clarification for Carnetta – VA.gov profile section is not the same thing as the VA profile back end. It’s just how the system is named. While we do integrate with them for a lot of things, it is not the only system that supports the VA.gov profile section.
  + Carnetta stated that MHV sends out emails that are not necessarily notifications. Sometimes there are “Welcome to MHV” emails for example. So, for this meeting we are talking specific notification preferences, correct? I want everyone on the same page as far as what type of emails we are talking about.
  + Samara: We are specifically talking about the notification preferences that exists in the current MHV profile. Emails sent that are not associated with a notification preference, we will not need to talk about those in these calls.
  + Samara mentioned the notifications found in MHV but realizes there will be others that we don’t have yet. Carnetta mentioned that there are others that they don’t have yet.
  + There was a discussion between Samara and Carnetta about some notification functions that are “planned” and the timing of when to include those in these calls will depend on the implementation of those new notifications.

Note: Carnetta has asked for the meeting subject line be more specific to the meeting topics for clarity. Ro is the meeting organizer.

Samara: I just wanted to share my plans for the next session. It sounds like we have a good list of both things that are current functionality and things that we anticipate either sooner or later will launch. So, what I'd like to do is we can run through all of them as a group. We can talk about, with regards to them some of the details within terms of each notification preference type and make sure that everything is well defined. I know you guys obviously understand things better than we do. This is largely for our group clarity and obviously our understanding since some of this is new to us as well and to make sure that for the intake everything is crystal clear. So, I'd like to do that next session. We can just go through the notifications one by one and make sure everyone has full understanding and is on the same page.

**Attendees:**

Gary Howard, Bresha Lipscomb, Liz Lantz, Ro Weaver, Carnetta Scruggs, Sharon Kasimow, Lisa Simoneau, Samara Strauss,

## Action Items – Open/Recently Closed­­­­­­­­­­­­­­­­­­­­­­­­­­

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| **Action Item** | **Assigned To** | **Date**  **Assigned** | **Expected Completion Date** | **Status** |
| Change the subject line to the meeting invite to a more specific detailed message of the meeting content | Ro Weaver | 8/17/2022 |  |  |