

GSA 18F Agile Delivery Services

Proposal Review Kick-Off Meeting Minutes

June 25, 2015

- **RFQ and Bid/No-Bid Analysis**
 - In-depth discussion of RFQ requirements
 - Explored if requirements could be reasonably met given the release of Mod #3 which extended the RFQ Close Date to July 1
 - Decided to give it a try
- **Definition of Roles, Team Development**
 - Assigned VP of Operations as Product Owner
 - Assigned Tate, Architect, as the Project Leader
 - Gave Tate authority and responsibility for prototype development
 - Discussed availability of resources with Tate
 - Given resource availability and LCAT designations for Pool Two, had Tate select his team
 - Selected Jack as Developer
 - Selected Von as Engineer
- **Initial Planning and Requirements for Basic Prototype**
 - Examined the openFDA datasets and API
 - Decided to use Food Recall data based on our assessment that geocoding and mapping the data would meet the needs of users
 - Discussed parsing and augmenting the distribution pattern data field with geocoding
 - Discussed display of the data on an interactive map dashboard
 - Detailed requirements to be developed iteratively and captured in Pivotal Tracker
- **Discuss Prototype Framework**
 - Discussed Requirements for Platform Framework
 - Discussed whether to deploy to AWS or Heroku
 - Selected Heroku based on ease of use and built in configuration management (config vars)
 - Decided to use MongoDB as the database because of the schema-less flexible data model and ability to build Mongo documents based on user access patterns
 - Our staff is MongoDB certified and we are a MongoDB partner

- Selected Puma as the application server because it is a modern, open source concurrent server that allows for the best throughput on Heroku
 - Selected Docker as the virtualization container because it is a new, modern open source application and Docker Compose because it provides configuration management and service orchestration consistent with the size of our proposed prototype
- Discussed Requirements for Application Framework
 - Selected Rails over node.js due to the short time frame for implementation (our team has more experience with Rails)
 - Selected Bootstrap because in our opinion it is the best mobile-first responsive open source framework available
 - Selected CoffeeScript and Haml because they provide for increased developer productivity
 - Selected Leaflet because it is the leading open-source JavaScript library for mobile-friendly interactive maps
- Assessed our standard development toolset against the RFQ to make sure they met the RFQ requirements (they do: Slack, GitHub, git-flow, Pivotal Tracker)
- **Discussed Necessity for Implementation of a Highly Condensed Agile Process**
 - Decided to take our normal hybridized Scrum Agile development process, which is normally has 2-week long sprints, and condense it down to daily sprints