EFiling Check-In - Oct 21, 2021

# Attendees:

* Ken Lally
* Laura Beaufort
* Ryan Lanz
* Jonella Culmer
* Robert Fultz
* Alex Lin
* Matt Travers

# Discussion Notes:

* These notes capture discussion points and action items not covered in materials provided.
  + Slide Deck: “2021-10-21 FEC - FECFile Online - Weekly Check-in.pptx” for slide deck content
* Schedule (p3):
  + Paul and Ken both confirmed that the UAT instance could be used for non-invasive testing (e.g. 508, Security)
  + Confirmed that, for the Design and Usability AQL “Industry best practices for UI design for modern websites. UI considerations include: proper alignment of elements, proper spacing, consistency in sizing, typography, color(s) throughout the product,” conformance with the design pattern library would be an acceptable evaluation method.
    - Jonella clarified that the pattern library was intended to be a starting point for UX design. She recommended that, where patterns exist, non-conformance would be an issue; however, where patterns do not exist, we should use our judgment, as not every possible pattern is covered in the UX library.
    - Laura, Jonella, and Ryan clarified the overall intent of UX pattern conformance: The UX should convey that FECFile Online is part of the FEC ecosystem and that it mirrors the patterns/paradigms used in other FEC sites. This helps convey that it is legitimate service and professional website, not something hacked together and suspect.
      * Further, FECFile Online should familiar and part of the FEC ecosystem, but also feel distinct enough that users understand that they are not merely entering data into the FEC.gov website--that this is a secure, legitimate, protected, and separate site for their data entry and that their data will only be received when submitted intentionally.
* Staffing and Resources (p4):
  + Ken offered to submit any identified team members for the next phase for the clearance process.
    - Alex to send names as they are finalized.
* Budget, Scope, and Contract (p5):
  + Ken asked when to expect the schedule of rates for the T&M team.
    - Alex proposed 48 hours after exercise of the option, which Ken accepted.
  + Ken asked when the next invoice would be expected.
    - Alex responded that the next invoice will be NLT 11/7 for the Sept and Oct portion of the fixed price work.