EFiling Check-In - Nov 4, 2021

# Attendees:

* Paul Clark
* Laura Beaufort
* Jonella Culmer
* Robert Fultz
* Marlene Colucci
* Alex Lin

# Discussion Notes:

* These notes capture discussion points and action items not covered in materials provided.
  + Slide Deck: “2021-11-04 FEC - FECFile Online - Weekly Check-in.pptx” for slide deck content
* Schedule (p3):
  + Alex elaborated on “Provide feedback on QASP for the option period”: After discussion with Paul, the team would provide feedback on items to include in the QASP or remove, as well as quantifying or phasing in the measurements.
  + Paul confirmed that the FEC team would be able to provide assessment feedback by 11/15.
  + Alex elaborated that, after consultation with the team and our UX expert, the team felt uncomfortable outlining what parts of the UI and UX should be reused. (And the same for accessibility remediation, given that the UI is likely change.) In lieu of that, the team outlined a very high level research approach for discussion and refinement with the FEC team.
    - Jonella confirmed that this was acceptable.
* Staffing and Resources (p4):
  + Laura noted that another git repository would be stood-up to handle access and developer onboarding activities
  + Alex to send names and info of team members on Friday once BA/PdM is confirmed.
* Budget, Scope, and Contract (p5):
  + Paul stated that his updates to the contract mod would likely be submitted today.
* Risks and Issues (p6):
  + Laura noted that she and Paul were discussing what the appropriate level for her project engagement should be.
    - Paul proposed we plan for a follow-up meeting on this topic.
* Discussion:
  + Robert asked if we planned on meeting next week, given Veteran’s Day is 11/4.
    - Paul will help coordinate FEC schedules; Alex will send TCG schedules.
* Follow-on topic: Staffing levels
  + Alex walked through the proposed staffing levels: 1 Scrum Master/Team Lead, 1 BA/Product Manager, 3 Developers, 1 QA Engineer, 1 UX Researcher + part-time support from Alex and Al Crowley.
    - Paul and Laura agreed that the increased UX staffing would be beneficial.
    - Alex also reiterated that both he and Al Crowley are flexible with their time, and that the proposed numbers are just to fit the budget.
  + Alex noted that there is still room with the NTE ceiling for the CLIN if extra support is needed AND funding is available.