EFiling Check-In – Dec 2, 2021

# Attendees:

* Wei Luo
* Ken Lally
* Laura Beaufort
* Jonella Culmer
* Robert Fultz
* Ryan Lanz
* Marlene Colucci
* Alex Lin
* Mitchell Jarrett
* Aurelia Khorsand
* Matt Travers

# Discussion Notes:

* These notes capture discussion points and action items not covered in materials provided.
  + Slide Deck: “2021-12-02 FEC - FECFile Online - Weekly Check-in.pptx” for slide deck content
* Schedule:
  + Alex reviewed the schedule for the next few weeks
  + Upcoming Period:
    - Continue logistics/start-up activities
    - Continue Sprint 0 tasks
      * Sprint Governance: Interviews, Stakeholder matrix
      * Sprint Governance: Planning process (including QASP)
        + This reflects the conversation between Alex, Ken, and Paul following the Sprint 0 kickoff call
        + This will align more with roadmap planning
      * Scrum Team tool stand-up
        + Team is testing out ZenHub, and using a fork of the FECFile repos in TCG environment. Still public, but won't affect legacy repositories.
      * Ticket Management Process
      * First Run of CI
        + Laura had a good conversation about this with Matt and Al, who have started on the first steps
      * Spike: Punchlist of issues resulting from technology upgrades
    - Laura asked what repo the CI work is on, and Alex answered that it is on the TCG repo (which is also public). Laura would like to do the work in the FEC repo so we can move forward. Original repo has the commit history, so it's good to have it there for reference. Also worried that repos can get out of sync.
      * **Action Item:** Matt and Al will move the work in the FEC repo, and work from there moving forward.
        + **Dependency:** TCG team still has read-only access to GitHub, so may need to keep forking. Laura is able to get us access, but we need to buy more "seats". Paul can do this when he's back from leave.
        + For now, at the end of every sprint, we will submit a pull request so Laura can pull it in.
      * Laura also clarified that she is comfortable with TCG team working in the original repo as well.
  + No questions on Analysis and Discussion section
* Staffing and Resources
  + Acceptance for Senior Developer, UX Researcher, and QA Analyst roles
  + Only one developer position is still open, which puts us in a good spot this early in the project
  + Jonella mentioned that they'd been referring to the position as UX, and this role is titled "UX Researcher". Alex confirmed that the "UX researcher" will be designing as well.
    - Mitchell confirmed that Julieta has the experience for UX design as well as research.
  + **Action Item:** Matt, Al, and Laura to coordinate review of system diagram and environment architecture. Alex will coordinate meeting times for early next week.
    - Conversation will be open to all on Slack, so anyone can join.
    - Ken suggested bringing in Salient team
  + Risk: Matt and Mitchell are splitting time with other projects during initial start-up
* Budget, Scope, and Contract
  + Received fully executed contract mod and submitted rate schedule
  + Need to set schedule for recurring deliverables: T&M report, Sprint report, and PM meetings
    - **Action Item:** Alex will provide some sample schedules for other projects and will coordinate with Paul and Ken
  + Ken clarified that for sprint reports, a "Sprint Acceptance" document for FEC sign off would be acceptable for Sprint 0
    - **Action Item:** TCG team will create a Sprint Acceptance document listing what we accomplished for FEC sign off.
  + Ryan confirmed that they just listed people they would want, but don't have key personnel in the contract. Ken said they don't need resumes, and there is no official approval process outside the typical onboarding/security process.
  + Government Shutdown: If this does happen, TCG will need to stop working.
* Risks and Issues
  + Scrum team not filled yet, but low risk since we now only have one open position
  + Two key team members are splitting time, but Al and Alex are increasing their support to mitigate this risk
* Discussion
  + Team scheduled system diagram/environment architecture discussion for Wednesday Dec 8 at 2pm.
    - **Action Item:** Alex to produce an agenda along with Matt and Al and put a placeholder on calendars
    - Ken will be contacting Salient folks so they can join