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| --- | --- |
| Attendees | |
| Hellen Hahn - RSC Frankfurt  Chanh Nguyen - RSC Frankfurt  Joel Wisner – RSC Frakfurt  Kathleen Lively - London  Eric Milstead – Berlin  Francis Sailer – Washington  Ben - Zagreb | Daniel Nee – Washington  Samuel Glover – London  Sandro D’Ambrosios - Rome  Eric Bauwens – Brussels  Mark Vandenbos – RSC Frankfurt  Vladimir Minda – Bratislava  Stan Asenov – Sofia  Karl Albbb - Brussels |

Wednesday 1/27/16

900 Joel Introduction

* Introductions all around the room
* Hallie overview agenda
* Eric Milstead background review
  + Heads IA operations side
  + Pete Goulman runs compliance side of IA
* ADG background review
  + Kathleen
    - PRP originally developed to manage performance for local staff. EUR wanted it for other missions in EUR. This identified that almost everyone is reproducitng these systems. This spawned EUR leadership to get together to review application development in the bureau. The Application Development Group consisting of the Governance Board and Senior Developer Corps was formed by EUR Executive managemnent.
    - Sean Craigo to fill Pete’s old position

1000 November MOW review

* Hallie – we presented basically a trade fair. There was a lot of excitement from our initiative. Functional representatives and PDAS Carrol <verify name> are interested in our products. Our pitch is that EUR will test run products prior to offering to the “world”. We need to keep the O&M side in mind as we move forward with production products. How do we setup for other bureaus? CMD model? Allow to join/pay? Do we maintain for the world?
* 200 EUR personnel, management officers, financial, other high powered regional bureau personnel. Functional bureaus don’t seem to do a good job of working together to develop solutions. There was a feel of surprise of how far along and how well we are doing. There are a lot of questions that came from both the reactions and interest. How are we going to do business? What does the product life-cycle look like for this group? How do we fit in with Cloud products, ServiceNow, standards? What is the impact of these things and how does this change what we need to do? How do we manage expectations of others and how we are going to deliver?
  + Primary takeaways
    - Generated Interest
    - Need to figure out how to deliver?
    - Need to determine how to move products into the future?
* A lot hinges on CCGB and the directives that come out of this.
* “Huge” conversations have circulated around ServiceNow and FedRAMP from the IA community
* Looking to M for more guidance and funding considerations
* It is easier for us if we can get away from O&M
* Sam – ILMS guys are the concern as they are working on a Check-in product.
  + Question: How can we market and communicate better with other organizations in the agency?
* The general consensus is that if EUR does it and does it well, the rest will follow (including the functional bureaus).
* Mark – specialized application development (not regional) and how do we do this for those that need it. It was nice to meet the people involved in person. It would be nice to take advantage of the resources that were offered. People have needs that are not necessarily being expressed officially. Product catalog should be more integral to our feedback loop. Suggest having a “submit a developer” capability.
  + Question: can we regionalize processes in “buckets” and address localized customizations within a system?
* Vlad – agrees with previous comments. Appears we did choose the most requested applications. Suggests more communication between management and development group. He really enjoyed the personal interaction element of the MOW.
* Chanh – ADG well received. He talked with Pat Kennedy who has been given positive feedback about what we are doing. Suggested that Visitor and eRecruitment applications should be addressed next. Also questioned the ADG team member transition plan.
* We had a good discussion on what constitutes production ready, how you get there and how you define that model?
* We are currently missing external conversations about what we are doing. The suggestion is to do this better. This should map to a later discussion in this meeting.
* Eric suggests taking trainees and having them stay a bit longer to provide feedback on a given system as Frankfurt is the training hub for most personnel.
* Joel – wants the developers to understand that non-decisions at the higher level, there are no question that we will be using more and more cloud based products today and into the future.
* Jon Arbin will attend CCGB and may be part of a rotation. Members are identified in 5FAM1100.
* A review of the MOW notes from developers and results of break-out sessions is a good idea.

1100 Recent product submissions

* Note: eRecruitment and Visitor Tracking (Rome calls this Chaos) applications have been identified as a next implementation item.
* MyServices has a module for VAR (Visitor Access Requests)
* Marketing of the Product Catalog?
  + Jon Arbin would be the primary marketer with access to the IMOs
  + We need to get more line items for the Product Catalog – Where can Joel assist with this? We have many marketing mechanisms such as the Windowless View.
* Catalog more a data collection tool for the Governance Board.
* How do we use this to show people that there are solutions to problems and how do we protect the local developers/submitters from being inundated by requests?
* What are the parameters for us to address a system at the regional level?
* Suggestions from Eric:
  + Be more explicit on Regional Applications. Make sure the end user understands what these are. Add text blocks to page.
  + Add a link to this in our signature blocks – Jon to lead the way
  + Auto-sort based on highest interest level
* We need to add a status indicator or text on the Regional Product.
* We should add a decision point for new projects to determine the target funding model and distribution model.
* Add eRecruitment and Visitors Tracking System to Product Catalog. Make it clear of the status in some way.
* Add feature to allow people to provide feedback on new features, etc.
* Add feature to allow people to leave comments on each product.

1300 Lessons Learned

* What went well over the last year
  + Sandro
    - Learning – stimulation and energy when interacting with other developers
      * Working on new frameworks
      * ADG standards
      * Prototyping as in “real” work
    - Testing of others applications –Collaboration –Peer reviews
  + Dan
    - Broader knowledge and expanded perspective(s)
    - Identification of necessary tools such as Slack, Visual Studio Team Services
    - Bug tracking tool
  + Karl
    - More teamwork
    - Traveling
  + Vlad
    - Standards creation
    - Common approach
    - Prioritization of products was “right on”
    - Teamwork
  + They enjoy working in person. This can be necessary depending on the phase. Generally make very good progress in team environment
  + Good support of the Governance Board
  + Producing cloud products
  + Stan
    - Access to technology they would not have otherwise
    - ITCCB approval for eMBC
  + Mark
    - Coordination with local government supervisory staff
    - Said we would meet quarterly and have done this
    - Stuck to overall goals
    - Communication and communication mechanics
    - Big upper management support EUR/EX (politics)
    - The gathering of ideas and prioritization of ideas
    - Freedom in teams – agile
    - Kathleen strong participation
  + Chanh
    - Selection of developers and board members led to a good team
    - 1st meeting and charter
    - Frank’s coordination
    - Well done agendas
  + Hallie
    - RIMO and EX support was key and decisive
    - Political victory with M
    - BE’s help in getting things started
    - Funding and funding coordination with DC
    - Willing and able to be flexible in making changes when necessary
    - Group developer meetings
  + Eric
    - Management support at home was key
    - Much better than AESOP – better team selection
    - Cloud based products
  + Sam
    - Communication ramped up and improved – especially Slack helped
    - Garmish prep was great (Mark)
    - Garmish execution was great
    - Great team member attitude throughout
  + Ben
    - ADG leadership
  + Joel
    - Momentum of the ADG being known throughout the department
    - A lot of value through a relatively lower cost
* What did not go well
  + Sandro
    - Standards need expansion
      * Things like bootstrap, Telerik, etc.
    - Allow/make developers more interchangeable
    - Complete toolkit
  + Dan
    - Time allocation and work priority conflicts locally at posts
      * Impacts schedules
    - Missing requirements specific resource – need business analyst
  + Karl
    - Deadlines and work balance between post and ADG
  + Vlad
    - Overtime and approval issues associated with overtime
    - Manage expectations with post
    - Conference call quality was bad – need better way to meet
  + Frank
    - Managing expectations at all levels
    - Identification of resources
    - ADG internal and external communication
    - Formalized documentation and plans – time
  + Eric M
    - “Sustainment” – how do we maintain?
    - Cost Benefit Analysis of ADG vs. DC
    - Need to highlight resource upside
    - Will EUR backfill? ADG positions?
    - Suggest working with PMOs
  + Stan
    - Identification and communication with subject matter experts
    - Visibility both ways in ADG vs post work – need to reconcile this
  + Mark
    - Did not stick to goals
    - Centralized/standardized look and feel
    - EUR framework – we have multiple systems using multiple frameworks
    - Garmish push was stressful – did not use external resources
    - Communication under stress was difficult across work groups/areas – primarily Gov board related
    - Allocation of resources such as MSDN licenses takes time
  + Kathleen
    - Developer bootcamp – get them on board and familiarize/train them
  + Chanh
    - Role/responsibility not well defined – impacted communication
    - Expectations of time and schedule when developers are working
    - Database of developers and products not complete
    - Identify subject matter experts for ongoing projects
    - Recognizing the post for contributing developers and recognizing developers for their contributions
  + Hallie
    - Underestimated the level of effort required for ADG liftoff – ongoing operations.
      * MOUs for 20% - need to treat LES and LE Exec core
    - Initial confusion at post
    - Roles and responsibility definition
    - Communication in real time and especially with DC
    - Burn out of development team
      * Need to identify more people
      * Engage Paris
    - Identify how Sofia personnel integrate to team(s)
    - Figure out what is required for each thing we do
    - Stager product roll-out
  + Eric B
    - Communication
    - Knowing when developers are in
    - Consistency in communication
  + Sam
    - Communication related to GitHub vs. VSTS
    - Switching gears between ADG and post projects
    - Digital marketing campaign
  + Ben
    - How to maintain products and resources post release
    - Transition from here is what we have to here is what we have done
  + Joel
    - Close the loop using feedback from the end user community for each product
* Suggestions for improvement
* What does the dev corps need
  + Sam
    - Guaranteed slot of time slots for ADG work
    - Real conference call capability
    - Dictatorship for UI
  + Eric B
    - Defined outsourcing options
    - Funding for training – training plan
  + Vlad
    - Group training
    - Testing standards and strategy
    - Application documentation standards
  + Mark
    - Standard communication tool – Slack, AdobeConnect, telecom?
    - Training
    - Specialized resources that are available
      * UI/UX
      * Documentation (Virtual? EFM?)
      * Others
    - Follow style guide
    - Use same configuration for each project (template?)
  + Stan
    - Add SME from a post on a team for a given project
    - Training for basic technology base not “shiny objects”
    - Project based in person meetings
    - Tiered support structure
    - More code reviews
  + Dan
    - In person time dependent on phases and project
    - Production application support model
    - Incident management tool (ZenDesk?)
    - Project management software (Jira?)
  + Karl
    - Serial project work vs parallel
  + Sandro
    - Code shareing, best practice sharing –
    - Alternative or shared training materials - electronic books
  + General
    - What roles are we missing?
    - Continued support from management
    - Periodic communication to post management
    - DC developers need a much faster DIN connection to support overseas meetings, coordination and work sharing
  + Software
    - Telerik control suite
    - ReSharep
  + Hardware
    - Sam needs a laptop
    - Is good to have the same hardware/software for all developers – developers to produce a computer configuration
* What does the gov board need
  + Better communication on project status
    - Slack
    - VSTS
    - Project Dashboard?
    - Email with links
    - SharePoint blog/alerts
  + Senior management lives and breaths in Outlook
  + We need a mechanism to have supervisors provide feedback on developer performance
  + Standard text for developer performance plan (MBC)
  + Commit to providing input for each developer
  + Roles for ADG Gov Board?
    - Who does what?
      * Note taker
      * Marketing
      * Communication
      * Membership
      * Admin “Things” – hotel, dates, ecc, etc
  + Funding for DC?
    - Travel
    - Who comes to the meetings?
  + Paris onboard – in general the largest post onboard
    - Jean-Marc’s supervisor structure is Lisa Kurts>Pan Feilo <sp?>
    - EX pressure on Paris
  + Monthly DVC check-in
  + Formalize Process and Procedures
  + Formalize and maintain ongoing ADG history and events, etc.
  + Present budget to senior management
  + Define resources available and how to get them
  + BPA
  + DS – AdobeConnect?
  + Slack/ScreenHero
  + Microsoft Project licenses
  + Hardware/software/travel budget
  + Coordination w/Training Department on testing ADG products
  + IA person> A&A for ITCCB or CCGB ($20k per app right now for ITCCB A&A)
  + Shared Calendar
  + “Boot camp” for developers
  + Cost recovery model
  + Definition of product success
    - Criteria for “graduating” to home bureau
    - Define hard rules/lines?

Day 2 (1/28)

* Hallie post Heather meeting debrief: What Heather wants
  + Announcements to go out after this meeting.
  + Reviewed applications and statuses
  + Looking forward to Frank’s notes
  + Wants to let the bureaus know about what and when products are coming
* Question posed: Is a new ITCCB approval approval required for a web front end implementation?
  + System was rewritten so it needs to be ITCCB approved. Process has been started an it is well in the process.
* Management officer schedule data – comes from Hallie/Heather debrief
  + 1-Development or Work
  + 2-Pilot and Feedback
  + 3-Training and Release
  + Detailed schedule provided on ADG site
  + “Second Page” to provide expanded language on each
  + Support should be defined for Training and Release

0900 Project Status Review

* Online Auction
  + Schedule
    - Development
      * Target start:
      * Target end: January 2016
    - Approvals
      * Target start: Feb
      * Target end: end of Feb
    - Testing
      * Target start:
      * Target end:
    - Pilot
      * Target pilot posts: Bratislava, Prague, Brussels (Eric B will verify)
      * Target start: February
      * Target end: March
      * Suggested to pilot at one post
    - Training
      * Consists of documentation with screenshots
      * Who goes to locations to train?
        + Vess from RSC
      * How do we define training?
        + Training will be one day onsite training
      * How do we do training?
        + Vess will travel onsite to train for pilot
        + RSC will pay
        + Joel to coordinate with Vess on follow on post onboardings
      * Where does the GSO come into play?
      * How do we fund the training?
        + Posts to pay
      * Target start: December 2015
      * Target end: Mid-February
    - Rollout/Deployment
      * Target: April
      * Communication plan required
  + Resource Plan
    - Communication
      * Joel
      * Frank
    - Management
      * Frank
      * Joel
    - Developer
      * Karl
      * Eric
      * Sandro
      * Vlad (consultant only)
    - Training
      * Vess
      * Pilot prep
      * Continuous
  + Training Plan and responsibility identification
  + Pilot Plan, communications and responsibility identification
  + Complete System Categorization Form – Joel to submit
  + SSL certificate
* Product Catalog
  + Production release announcement
    - Frank to coordinate with Joel on formalizing the identified future enhacements
    - Hallie, Chanh and Joel to write language
    - Target to communicate mid-February
  + Communications and responsibility identification
    - Development
      * Complete
    - Approvals
      * None
    - Pilot
      * None necessary
    - Training
      * None required
    - Deployment
      * Already released
  + Frank to coordinate with Joel on who and how data is managed
  + Dealing with requests and submissions are a Governance Board function
* Check-In
  + Schedule
    - Development
      * Start: November 2015
      * Target end: August 2016
      * Frank requesting a minimum of 3 full time resources
        + How can we accommodate this?
    - Approval
      * CCGB approval and ATO will be required
      * There is a possibility that there will need to be multiple
      * CCGB makes recommendation to CIO for approval
      * Target start: linked to CCGB being up and running
      * Target end: +90-180 days as an estimate
    - Documentation
      * Can we get Mary Lee Ball or equivalent for documentation work
    - Testing
      * Target start: Mid-August 2016
      * Target end: Mid-September 2016
    - Pilot
      * We need to identify the pilot posts
        + Frankfurt
        + Berlin?
        + Zagreb?
        + How many posts do we need?
      * Target start: End of September 2016
      * Target end: mid-December 2016 – tie to winter cycle
    - Training
      * How?
      * Who?
        + Can Mary Lee Ball fill this position
      * Funds?
      * Target start:
      * Target end:
    - Deployment/Release
      * Target start: January 2017
      * Target end: January 2017
  + Resource Plan
  + Training Plan and responsibility identification
  + Pilot Plan, communications and responsibility identification
* Onboarding Extranet
  + Release status
    - Product is ready for release
    - Target: late February
  + Schedule?
    - System Categorization Form
      * Frank to complete and coordinate with Joel for categorization
    - Production release announcement
      * Frank to coordinate with Joel on formalizing the identified future enhancements
      * Hallie, Chanh and Joel to write language
      * Target communication date: mid-February
  + Training Plan and responsibility identification
    - Will use recorded training material
* eMBC
  + Currently on 1.3
  + 1.1 complete December 23, 2015
  + 1.2 complete January 27, 2016
  + 1.3 in development
    - This is a required Post Partnership feature
  + Schedule for 1.2
    - Development
      * completed
    - Approvals
      * ITCCB approval and ATO issued August 2015
    - Testing
      * completed
    - Pilot
      * Start: October 2015
      * End: December 2015
      * No post is currently using the new system for reviews
    - Training
      * Pilot training completed
    - Release/Deployment
      * 15(+London) countries for 2016 cycle
      * 13 countries for 2017 cycle
  + Schedule for 1.3
    - * Joel to coordinate with Vess and Frank for collecting feature requests and prioritization
  + Resource Plan
    - Developer
      * Vess
    - Support
      * Vess
      * Mark
      * Stan
  + Training Plan and responsibility identification
  + General
* eContacts
  + Schedule
    - Documentation and training material is in process
    - Pilot needs to be completed prior to production release
      * Pilot needs to be date bound
    - At a minimum a rough schedule MUST be created soon
    - All partners must be on the same page with schedule
    - Eric offered assistance on ITCCB
    - Schedule items
      * Development
        + Target: mid-April
      * Approval
        + ITCCB target: mid-March
        + Authority to Operate (ATO) target: Not to be done
      * Test
        + Target: end of May
      * Pilot
        + Target start: March 2016
        + Target end: end of May 2016
      * Training
        + Start: December 2015
        + Target End: May 2016 (not including FSI course)
        + Training material

Start: December 2015

Target end: end of May 2016

* + - * + FSI

Target start: June 2016

Target end: September 2016

Don’t allow FSI to be a limiting factor

Training material must be completed prior to FSI submission

* + - * + Pilot

March 2016

Will occur on pilot delivery 1-2 day max per pilot

* + - * Release/Deployment
        + Target: June
        + Post will be required to install on their own. Some remote assistance will be provided by RSC.
      * Because we do not have specific dates, a formalized plan is needed
  + Resource Plan
    - Development
      * Gerhart (RSC contractor)
      * Mark Vandenbos
        + NOTE: Mark has paternity leave – could be reduced work hours to 30 per week
    - Testing/Training
      * RSC adjunct staff (5 including Mark)
        + Testing/Training
        + Silvie
        + 4 throughout EUR not in RSC
        + WHA-Otawa
    - Trainers
      * Estimated at 20 trainers total
      * Estimated at 10 usable from the pool of 20
  + Training Plan and responsibility identification
    - See above schedule for high level plan

1300 ADG Infrastructure needs

* Sofia Staffing
  + Hiring status update
    - Stan in process of being hired
    - 2 more positions to be filled
    - Target to be completed by April 2016
  + Onboarding and ADG integration plan
    - There may be positions to put an American in Bulgaria for Sofia oversight
    - What are the gaps we need to fill? Helpdesk? Tier 2? How should the Sofia personnel be prioritized?
      * The target is a combination of activities that will need to be more defined as we go.
      * Suggested to have ready to go activities
    - What is the Sofia personnel’s role?
      * Development
      * Tier 2/3 support
    - We need to get the tasking and management tools in place as soon as possible
* Board and Dev Corps composition
  + We currently have specific types of staff on the board. Do we maintain the same composition and types of staff?
  + PMO needs to be in representation
  + Dev Corps representation is necessary
    - Should vet with board
  + We should have a DC seat/representative
    - How can we fill this need? Who would be a good target?
      * Memo says we must have someone from IRM on board
      * eDip does not have money to attend
      * We can ask Frontos, Rob Adams, other?
      * IRM is very stove-piped which makes it hard to have the desired marketing effect
      * Request suggestions from Dani Garner – Joel will take the lead
      * Can we have an M/PRI rep attend?
  + Transition plan
    - Jon selects individuals who are good fits
    - Hallie writes email to formalize invite
  + New member requests
    - Vet them through Jon
    - Discuss with board at monthly meeting
* Decision making process authority and ad-hoc meeting needs
  + What goes to Joel?
    - Joel to take on the sponsorship and outward post face of RSC and the ADG effort
    - Work closely with Jon and Frank on daily ADG work.
    - Joel/Kathleen knowledge transfer
    - Chanh will provide insight on how to get things done
    - Request/Interest responses and updates
  + What goes to the board?
    - Overall organization for what we are going to work on, accepted, denied
    - Approves the timelines
    - Hallmarks of the program
    - Technical advice
  + What about the inbetween?
    - Hallie/Chanh would like to be involved with resources and resource alignments
  + Communication to be from RSC going forward
  + Go back in documentation for board directives and role
  + The ADG is an advisory body
  + We will hold a monthly DVC session with all ADG members for review and continuity
  + Role and responsibility definition and formalization for developers and their reporting chain.
* Incident management system for O&M
  + This is part of a Joel toolset for managing work and personnel
  + Identified options are Jira and ServiceNow
  + Joel will put together a proposal for solution
  + The tool must be able to handle disparate workers and provide adequate reports
  + The end user communication paths need to be defined and addressed in proposal
* Training model for future applications
  + Can we get Mary Lee Ball Involved? She may be able to help structure/integrate training team(s)
  + Joel will put together a proposal for models
* Focus groups structure
* Communications strategy
  + Team based
    - Use email DL
    - Create SharePoint blog or wiki or something that can automatically update the board members
  + External based
    - Marketing update after in person meetings
    - Project based communications from Joel
    - Something to keep people interested in what we are doing
    - We still need to get a peer review of our standards
    - Requests/Interests responses goes to Joel
    - We need to help Adam have a good perspective on work
* Budget review
  + Budget will need to be refined due to additional travel, tool and resource needs.
    - Previously discussed in several areas
  + DC personnel absolutely needs a much faster DIN connection in order to support virtual developer meetings and coordination.
* Cloud policy and impact
  + Cloud memo is too vague on data storage limitations
  + The Cloud director is about to retire – Debbie P currently set to succeed as the owner of the CCGB
  + The CCGB is not fully running and has no known timeline
  + We should continue on our path until it is a problem
  + Options include hybrid solution, dmz, or opennet
    - We need to determine what it cost to have AzureStack hosted on premise

Day 3 (1/29)

0900 New work

* eMBC Calculations presentation
  + Trent/Mike Stephens/Stan
  + eMBC does not have an automated way to calculate pay increases based on personnel eMBC scores
  + This is done by hand and is very inefficient
  + Base calculations are fairly simple but the exceptions makes the calculations far more complex
  + Trent has arranged for data pulls from GFACS – already rolled out for LE Pay
  + A primary goal was to hit 80% of pay calculations
  + Presentation
    - Each post has developed their own spreadsheets
    - Reviewed the overview of the proposed technical approach
    - System outputs:
      * Data for Charleston
      * Data for WebRabbit
      * Data for ICAS
    - Rob Evans and Chris Flag have been talked to regarding necessary changes in WebRabbit and ICAS – they are amiable to make changes; however even if these changes are not made, data can be entered individually.
    - GFACS output is the mandatory output
    - How is data being pulled into this system?
      * eMBC is controlled by us
      * GFACS can output to Microsoft Excel
      * Post Profile – post will need to complete and maintain in this system
    - Currently targeted to be a stand-alone system vs an add-on to eMBC
    - Estimated work effort – 6 months; requirements and work effort will need to be fully flushed out
    - A major consideration is that this feature is not supplied by eMBC; this is a sore point in the delivery of eMBC
    - Each post currently has approximately 2 resources 2-3 weeks to calculate
      * Estimated work load with this system could not be determined in conversation
    - What happens when eMBC goes to the department home?
      * HROE needs to be integrated and funding efforts
      * One option is to sell it to the Reds
      * Sales pitch aside, we need to know where this lives
    - What is the input from T&A?
      * Codes hours worked or off into T&A codes. TBD refers to the question on whether or not we can get exact dates
  + Can we take this on? When?
    - Short answer is no without additional resources. Can we get contractor assistance? How?
* Follow on discussion on presentation
  + The Gov Board agrees it must be done
  + It also appears we do not have the resources to take this on right now. Contracting appears to be the only option if we want to take it on right away.
    - Joel will
  + Board decision: This is to be worked as soon as resources can be identified. Initiate the determination contractor options and costs.
* New work?
  + eRecruitment and Visits Tracking are the additional considerations
  + New work has a dependency on Sofia staffing
  + Can we run and get results from a developer “Boot Camp”?
  + Currently we don’t see taking on more work till next summer
  + The administrative overhead for setting up ADG related support for any given application needs to be considered in any new work as the administrative overhead is increasing dramatically
  + ADG should determine and formulate a decision tree for prioritizing work. This is a mechanism to validate decisions and use to push up the chain for funding.
  + We need to work hard at our external communication soonest
* Sandro completed a short presentation on Italy’s eRecruitment system
  + .NET 4.5 product running in their DMZ

1000 Member back-fill process

* Vlad replacement/transition
  + Vlad has retracted his resignation
* Ricky Webb transition to Eric Milstead
  + Welcome Eric
* Propose guest speakers
  + Joel will generate starting with eDiplomacy; suggestions accepted.

1000 Meeting Recap and plan for next 3 months

* Next meeting target April 20-22
  + Kathleen not in the week of the 11th
  + RSC has competing activities for the week of the 11th
  + We need to consider Hannover Nesse conflicts
* Monthly DVC
  + Make one of the Joel/RSC bi-weekly Wednesday meeting a DVC
  + Start DVC on Thursday February 25 (9AM US, 2PM UK, 3PM Germany)
    - Frank to update bi-weekly to same day time (Thursday 9/2/3)
    - Frank to send out meeting invite for DVC and get DVC setup
* Major personnel transitions this summer
  + Margaret coming 7/15
  + Hallie depart 7/8
  + Chanh leaving 7/1
  + Chris arrive by 7/15
  + Sean arrive early August
* High priority to get Heather communication done and done well
* High priority to get Sofia organized and get any tools procured and in place
* Generate a list of all developer resources and projects assigned – Frank/Joel to coordinate
* Generate a “friends of ADG” communication channel

|  |  |  |
| --- | --- | --- |
| Action Item | Due Date | Owner |
|  |  |  |