**Veterans Health Administration**

**Office of Informatics and Analytics (OIA) Innovation Program**

**OneVA Pharmacy**

**Business Information Technology Solutions, Inc.**

**6082 Franconia Road, Suite D**

**Alexandria, VA 22310**

**Task Order: VA118-13-R-0445**

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**Progress Meeting Minutes**

**(Deliverable #5)**

**September 2014**

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| **Meeting Name:** | | OneVA Pharmacy Progress and Update Meeting | | | | |
| **Date:** | | 9/23/2014 | | **Time: 12:00 to 1:00 pm** | | |
| **Location:** | | 1-760-569-7171 with access #743708260 | | | | |
| **Attendees** | | | **Office** | | | **Present** |
| Joshua Patterson | | | Innovations Office, VA | | | X |
| Sherri Simons | | | Business Information Technology Solutions, Inc. | | | X |
| **No.** | **Agenda Item** | | | | **Responsible Party** | |
| 1 | Review of August 2014 Monthly Progress Report (MPR), Contractor Project Management Plan (CPMP) | | | | The BITS Team | |
| 2 | Update on Software Testing | | | | The BITS Team | |
| 3 | Update on Software Source Code Delivery | | | | The BITS Team | |
| 4 | Update on Training Session Deliverable with Subject Matter Experts (SME) | | | | The BITS Team | |
| 5 | Review of remaining schedule and delivery with planning for contract close-out activities | | | | Everyone | |
| 6 | Other | | | | Everyone | |

**Next Scheduled Meeting: 9/30/2014 at 1300 EST**

| **Item** | **Discussion/ Decisions** |
| --- | --- |
| 1 | **Monthly Progress Report and Updates for the Contractor Project Management Plan (CPMP) for August** – Delivered on time to COR/PM and Contracting Officer   * Deliverables received and accepted. |
| 2 | **Update on Software Testing** – Ms. Simons reported that the testing is on schedule and in accordance with the submitted project test plan. One minor bug was noted during testing and an update to the code was done to correct that bug. Full regression testing reports will be reported in the test results due at the end of the Period of Performance (POP). |
| 3 | **Update on Software Source Code Delivery** – The BITS Team plans to deliver the updated source code (with the minor bug fix noted in #2) at the end of the POP. Mr. Patterson is still working with the Innovations Team to determine where and how they want that delivered. In the absence of instructions for delivery, The BITS Team will deliver a Kids Package on the Source Code. |
| 4 | **Update on Training Session Deliverable with Subject Matter Experts (SME) –** While the work will be completed on 9/29/2014 on remaining deliverables, the Government SME are not available before 9/30/2014. Training is scheduled for 9/30/2014 at 1:00 PM EST/11:00 MT. The BITS Team and Mr. Patterson agree that it would be beneficial to have the involved SME attend the training session. Rob Silverman from the Pharmacy Benefits Management (PBM) will be invited, as well. Ms. Simons indicated that The BITS Team is willing to extend the work an additional day at no cost to the Government. Mr. Patterson requested an email with the details on this matter. An email followed the discussion at the meeting. |
| 5 | **Review of remaining schedule and delivery with planning for contract closeout activities**  - The test report, User Documentation, Installation Guide and Training Materials are drafted and being finalized. They are all on time and will be delivered at the end of the POP. |
| 6 | **Other –** Ms. Simons will finalize the logistics for the training session. Additionally project closeout activities will be conducted at the end of the POP. |

| **Item** | **Action** | **Owner** |
| --- | --- | --- |
| 1 | Mr. Patterson will send the Source Code Instructions to Ms. Simons for the finalized source code. | Joshua Patterson |
| 2 | Ms. Simons will send out training session information to all participants | Sherri Simons |