OneVA Pharmacy Implementation

***Meeting Information***

| **Discussion:** | OneVA Pharmacy Daily Scrum Meeting | | |
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| **Date of Meeting:** | 10/20/2015 | **Location:** | Teleconference |
| **Facilitator:** | TJ Cope | | |
| **Time:** | 2:00pm-3:30pm | | |

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| **Attendee Name (P = Present)** | | | |
| Sherri Simons |  | TJ Cope | ***P*** |
| Tom Bigelow | ***P*** | Birali Hakizumwami | ***P*** |
| Antonio Burleson | ***P*** | Kathy Coupland | ***P*** |
| Brad Fisher | ***P*** | Josh Temkin |  |
| Sue Stephens | ***P*** |  |  |

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| **Discussion** |
| * Short discussion on time of day for daily scrum meeting and duration.   + Consensus 2 pm EST duration 15 minutes.   + Action Item: Suggested Cecelia reschedule when onboard. * Short discussion on teleconferencing with web-enabled capabilities (e.g. WebEx, GoTo Meetings)   + Action Item: Sue to research options. * Kathy introduction * TJ reviewed the Requirements Specification Document (RSD) sections focusing the details on business rules and requirements by reviewing the Project Work Statements (PWS) sections that TJ included in the draft RSD.   + Birali pointed out that items in the RSD should be called out and highlighted as such:     - Base Year POC/Pilot – outstanding (e.g. labels)     - Option Year (current PWS)     - Delta * Business Rules - discussed – take away document updates for TJ * Disaster Recovery - discussed – take away document updates for Kathy * Documentation Specifications:   + TJ developed deliverables matrix by extracting the information from the PWS.     - Action Item: Work with Sherri/Cecelia to develop as milestones on Contractor Management Project Plan   + Discussion was held about base year artifacts that were not considered Final Deliverables to the VA but would be extremely helpful to this effort based on the 5-month period left to deliver. Items include test scripts.     - Action Item: Follow up with Josh Temkin on status of making documents available. (Sherri/Cecilia)   + Sherri has final base year deliverables and could provide.   + Collaborative site for internal team documentation needed (Sherri)     - Action Items: Research options for internal document collaboration. * Functional Specifications:   + Brad believes an in-depth discussion on matching and controlled substance is necessary. Items include:     - Local refills     - Controlled substances refilling across state lines     - Alternative matching other than name (e.g. VA Product ID) – if so, enhance message to hold item.       * Action Item: Meeting required with SME (preferably WebEx and soon)   + Brad believes a locking explanation is needed prior to removing any locking from the POC/Pilot application.     - Action Item: Meeting with client to explain and discuss. * During the 90-minutes, all requirements were reviewed and TJ agreed to make the updates to the RSD before handing over to Kathy. |
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