USSC Guidelines Mobile Application Development Kickoff Meeting

**Meeting Date/Time:** , 10:00 – 12:00 PM

**Location:** Conference Room, Commissioner's at One Columbus Circle, NE, Suite 2-500, Washington, DC, 20002

Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Organization** | **Present?** |
| Jose Aviles | Assistant Special Counsel / COTR | USSC | Y |
| Alex Mark | Sr. Financial Specialist | USSC | Y |
| Simon Martin | Deputy Director / Administration | USSC | Y |
| James Strawley | Deputy General Counsel | USSC | Y |
| Craig McCrackin | IT Manager | USSC | Y |
| Christopher White |  | USSC | Y |
| Susan ?? |  | USSC | Y |
| Jyothi Bhargava | CEO | Swingtech Consulting | Y |
| Jeff Friedler | CTO | Swingtech Consulting | N |
| Kumar Pappu | Project Manager | Swingtech Consulting | Y |
| Jay Aanrud | Director | Swingtech Consulting | Y |
| Maurice Novembre | UI/UX Designer | Swingtech Consulting | Y |
| Kiran Makkapati | Software Architect | Swingtech Consulting | N |
| Krishna Karumanchi | Lead Developer | Swingtech Consulting | N |

# Kickoff Meeting

##### Please see the action items that came up out of the kick off meeting

Action Items

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Agenda Section** | **Add to Decision**  **Log?** | **Action** | **Assigned To** | **Deadline** | **JIRA Issue** | **Complete?** |
| 1 |  | Create OneDrive folder for USSC to upload source files | Kumar Pappu | 08/14/2017 |  | Y |
| 1 |  | Provide Hard Copies of USSC Guidelines Manual to Swingtech | James Strawley | 08/14/2017 |  | Y |
| 1 |  | Determine date/time to provide Agile Workshop Training to USSC Stakeholders | Kumar Pappu/Jose Aviles | 08/15/2017 |  |  |
| 1 |  | Provide Agile Workshop Training to USSC Stakeholders | Kumar Pappu | Dependent on #3 above |  |  |
| 1 |  | Provide a comprehensive  work plan for each task as well as any necessary training for Commission staff on content updating and technical maintenance to the web-based mobile application | Kumar Pappu | 08/28/2017 |  |  |
| 1 |  | Create account for Jose Aviles in Swingtech JIRA for Agile Project Management & Tracking | Kumar Pappu | 08/18/2017 |  |  |
| 1 |  | Selection of tools for this project | Kumar Pappu | 08/18/2017 |  |  |
| 1 |  | Establish meeting schedule with USSC Product Owner and Swingtech team for Sprint Planning and Sprint Retrospective (bi weekly) and daily scrum calls not more than 15 minutes per day | Kumar Pappu / Jose Aviles | 08/18/2017 |  |  |