

Ascena AWS ProServe Engagement – Landing Zone Discovery and Planning Session



Meeting Minutes – May 20, 2020

Purpose

- To have a clear understanding of the high-level activities that the Ascena and AWS teams will be collaborating on for the Landing Zone workstream

Parking Lot Items

- Engagement Management and Governance
 - Define weekly activities
- How does AWS help Ascena in getting scores to Blue Core?

Backlog for Landing Zone Workstream

- Please see attached document for backlog

Action Items

ITEM #	ACTION ITEM	OWNER	DUE DATE	STATUS
1	Upload Backlog into Jira once access has been granted	Michelle Yamamoto	5/22	Not Started
2	Schedule daily standups, additional sprint planning, sprint review meetings for Landing Zone workstream	Deb Lagasse	5/22	In Progress
3	Send AWS team list of Ascena-related stories for sprints 2-4	Austin Pritchard	5/22	In Progress
4	Begin scheduling initial meetings with Ascena Cloud and Security teams to address open items in preparation for Sprint 1	Chase Cameron / Alex Dixon	5/26	In Progress
5	Schedule preliminary meeting with key Data Warehouse resources to address design considerations	Deb Lagasse / Michelle Yamamoto	5/26	In Progress

Decisions

ITEM #	KEY DECISION	DATE	COMMENTS
1	Will use GitHub instead of Code Commit for the AWS CICD pipeline work	5/20	
2	Oracle SSO will not be part of the scope of work	5/20	
3	Will use Control Tower	5/20	This is a pre-requisite to establishing Equinix DX.
4	Start with 2-week sprints	5/20	
5	Sprint 1 will start on Wednesday, 5/27 and end on Wednesday, 6/10	5/20	All preliminary work (i.e., account setup, Jira access, VPN access) must be completed before start of Sprint 1 on Wednesday, 5/27

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Risks

ITEM #	RISK	DATE	DATE RESOLVED	COMMENTS
1	Unforeseen circumstances due to COVID-19 impact	5/20		This risk includes resource capacity, illnesses, connectivity issues
2				
3				