**Discussion Points:**

**Date: 12/11/2017**

Meeting Minutes:

* 35

Customer Attendees: 2

* Craig Zgraggen

Project Attendees: 4

* Scott Brown
* Ramon Aquino

Business Development: 0

Meeting Record

* Important to client
  + Wants to consolidate and centralize all FW AC data across different reports
  + PM FW will sterilize and clean up specific report types needed to pinpoint what PM FW will actually report
  + Providing the collaborative and connecting these reports for the PM FW staff
  + Discussed the options of building specialized tools to work with the data and systems such as remoting to a centralized place through Virtual Machines (VM) or custom tools to support the data and gathering of information specific to the PM FW Staff
  + Looking for a streamlined process to collect consolidated monthly data to generate monthly real-time data reports
  + Would like to generate specific data reports for specific Aircraft types used at the PM FWO
  + Wants the ability to search for specific information with the Incidents reports
  + Discussed licensing of PBI and providing it to PMO staff(Craig) so they can edit their data and inputs using PBI tools
  + Wants to be able to publish Data Excel Tables to One Drive on Command Edge Website
  + Likes the ability to filter and share reports with specific individuals and Craig wants to familiarize himself with the tools to better collaborate and streamline his process with these reports
* **Large Picture Goals**
  + Connect PM Fixed wing with the PBI and Power App Tools to automatically update information into one relative and up-to-date active report
* **Budget and Timeline**
  + Discussed working through some of this in the next 2 Weeks
* **Feedback**
  + Was pleased with the reports and the data generation of the reports.
* Systems
  + Will save time and money using PBI and automated tools to generate critical timely reports and leveraging the collaboration and distribution of these systems to gather information to the PM FW staff and their customers
* **Upcoming Program Milestones / Deliveries/ Meetings:**

**Deliverables:**

**Development Reviews:**

**Scheduled IPR:**

**Note:** Schedule is tentative in nature.

**Action Items/Issues:**

* Will need to look into the licensing of the PBI for the PM FW Staff (Craig) so they can generate and use the software tools in Command Edge

**Software Development:**

* N/A

**Test & Integration & Delivery of Systems:**

* N/A

**Hardware Issues / Updates:**

* N/A

[**Systems**](outlook://Public%20Folders/All%20Public%20Folders/Information%20Technology%20Division/Calendars/M&S%20Demo%20Schedule) **Engineering:**

* N/A

**Reviews/Informal Builds:**

N/A

**Planned Team Travel:**

None at this time.

**Scheduled Training:**

None