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| ***MEETING MINUTES*** |  |

**SCRIBE:** Gaby Tulchinskaya

**PROJECT:** GreenSheets Analysis

**MEETING NAME:** GreenSheets Analysis Status Meeting

**ATTENDEES:** CBIIT: Gerald Momplaisir, Nelya Gunina, Subashini Varadarajan, Jennifer Kwok, Yakov Polonsky, Larry Brem, Gaby Tulchinskaya, Sunita Menon, Iris Hunt, Doug Kanoza, Dinesh Reddy, Sheng Zhao.

**MEETING DATE/LOCATION:** 05/11/2016; 9609 Medical Center Dr., Meeting Room # 1W032

The purpose of this meeting was to discuss the following:

* Project organization overview
* Progress update
* Overview of GreenSheets high level features
* Next Steps

**Project organization overview:** Yakov presented Wiki page created for this project, explained how it is related to JIRA, and described the major created tasks, their assignments and statuses. Additional clarification was provided regarding task statuses and resolutions. <https://wiki.nci.nih.gov/display/CBIITscimanag/GreenSheets+Analysis>

**Progress update:** Yakov presented JIRA agile board. As of 05/11/2016 twenty tasks are created, covering requirements, reverse engineering, issues and design. Five tasks have status “work started”.

**Overview of GreenSheets high level features:** Gaby presented an overview of GreenSheets high level features. Please refer to SVN

[https://ncisvn.nci.nih.gov/svn/iscs/greensheets/Requirements/Work%20documents/High level list of features.doc](https://ncisvn.nci.nih.gov/svn/iscs/greensheets/Requirements/Work%20documents/High%20level%20list%20of%20features.doc)

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| Comments provided by: | Comment |
| Nelya Gunina | * User roles must be validated by reverse engineering. In the future phases we need to ask business owners if changes to the role’s restrictions/capabilities are needed. Check if “read-only” role is needed. There is an initiative to rethink roles and assignments for all I2E systems. * Most users navigate to GreenSheets system via eGrants. In the future phases we need to clarify if this is due to business workflow or training issue and if any changes are needed to make navigation more convenient. * Super user role has been created in the past for troubleshooting purposes. In the future phases we need to find a way to perform troubleshooting in PRODUCTION without actually assuming the user’s identity. * Non-functional requirements might change in the future |
| Whole group | * Need reverse engineering validations for Diversity Supplements PD role. One possibility is that this is hardcoded **minoritysupplements.userids**=**OGUNBIYIP;** another possibility is that this is related to CRCHD. * Need reverse engineering validations for PD – Cancer Activity Monitor role. |
| Sheng Zhao | * Email notification to Support Staff about redundant records (can be duplicate greensheets) is actually going to NOW list. * Attachment Reconciliation report is run daily and weekly and exists for a long time |
| Nelya Gunina/Sheng Zhao/Gerald | In the past we had a big issue with disappearing greensheets (missing answers). Sheng explain that possible reason for this issue was switch to a different database connection tool after CBIIT migration to Shady Grove and described the measures taken to prevent this issue in the future. Nelya wants to make sure that this issue is not going to appear again. Gerald thinks that double-click is the reason (uncompleted transactions). |

**NEXT STEPS:**

* New tasks will be created and assigned for each high level feature (reverse engineering) and we will start looking at each feature in depth. Findings will be documented (requirements and code).
* List of existing issues from NOW list will be compiled, analyzed and prioritized.
* Progress updates meetings will be scheduled on weekly basis.