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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, Yakov Polonsky, Larry Brem, Gaby Tulchinskaya, Sunita Menon, Iris Hunt.

**MEETING DATE/LOCATION:** 05/18/2016; 9609 Medical Center Dr., Meeting Room # 1W030

The purpose of this meeting was to discuss the following:

* Progress update
* Overview of GreenSheets Issues in NCI NOW List
* Overview of user roles in GreenSheets application
* Next Steps

**Progress update:** <https://wiki.nci.nih.gov/display/CBIITscimanag/GreenSheets+Analysis>

Yakov presented updates Wiki page for this project, where:

* The links were added to:
  + Last meeting minutes
  + NOW List GreenSheets Issues Analysis Report
  + Roles Analysis for GreenSheets application
  + Scope Document (draft)
* Existing and new tasks and their statuses are displayed

**Overview of GreenSheets Issues in NCI NOW List:** Iris presented NOW List GreenSheets Issues Analysis Report.

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| **Issue** | **Comments provided by:** | **Comment** |
| Applicable to all resolved issues | Yakov/Gerald/Nelya | * All resolved issue are resolved as of now (in as-is system) and will be revisited and addressed again with re-design * Two major deliverables of analysis phase of the project are:   + Come up with the list of improvements recommendations for OGA and possible timelines   + Look deep into each functionality, since ‘deep’ things might change overall architecture and design and affect the proposed list of improvements * After the list of improvements will be approved by OGA, we will keep the phased approach to this project |
| Duplicate Greensheets | Nelya and the group | Nelya proposed several ideas for remediation of this issue:   * Investigate if deletion of duplicate greensheets related to a dummy grant that is currently done by David should be delegated to OGA * Streamlining the communication from GPMATS/GreenSheets to Program Staff, e.g. sending email to PD that greensheets for a certain grant are ready to be completed (PD should not touch the grant before receiving such email) * Displaying status “ready to be completed’ for greensheets   Group:   * This is one of the major issues for analysis of improvement. The group will come up with the list of options to be presented to OGA (and vetted internally before that). We will have separate meeting(s) for this issue |
| Greensheets Submission | Nelya | Separate scenario #1 into:   * 1a – award action is not added into GPMATS queue to begin with * 1b – award action is deleted from GPMATS queue |
| Greensheets Timeout | Yakov | Redesign will address it |
| Add Greensheets Attachment Error | Iris | This issue is resolved |
| Gerald | Need to talk to OGA about document retention policy |
| Missing Greensheets  And  Greensheets Multiple User Submission | Gerald | These issues are resolved in as-is system. Gerald described the details of current solution |
| Greensheets Reassignment | Subashini/Nelya/Sunita | This is not a GreenSheets’s issue; this is related to a business process (assignment of the grant to a portfolio and creation of dummy grants).   * Subashini described the issue; it was related to a diversity supplement when OGA created a dummy grant. * Sunita described Diversity Supplement PD – additional privilege defined in the greensheets configuration file to PD role that:   + Limits the grant hit list to a diversity grants only   + And allows to work with all diversity grants bypassing limitation of CA assigned to PD * Nelya was wondering if we need to revisit the whole diversity supplement business process. And again emphasized:   + The need to investigate Diversity Supplement PD privilege in depth, probably it has been created for troubleshooting purposes and no longer needed.   + The importance of the resolution of the dummy grants/duplicate greensheets issue. |

**Roles Analysis for GreenSheets application:** The group agreed to use next status meeting(s) to role analysis review

**Next Steps:**

* Next 2 weeks will be spend on reverse engineering, analysis of issues and creation of possible list of recommendations for OGA
* Use next status meeting(s) for role analysis review.
  + Reconcile the roles in the requirements document (Scope) with development document;
  + Investigate Diversity Supplement PD privilege in depth, probably it has been created for troubleshooting purposes and no longer needed.
* Research the business need, dependencies and technical possibility of GDS-GreenSheets connection
* Look into possibility of acquiring and using MadCap Flare tool (advanced single source content development/re-use and multi-channel publishing) for documentation and help <http://www.madcapsoftware.com/products/flare/>