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| ***MEETING MINUTES*** |  |

**SCRIBE:** Gaby Tulchinskaya

**PROJECT:** GreenSheets Analysis

**MEETING NAME:** GreenSheets Analysis Status Meeting

**ATTENDEES:** CBIIT: Gerald Momplaisir, Nelya Gunina, Jennifer Kwok, Subashini Varadarajan, Yakov Polonsky, Larry Brem, Gaby Tulchinskaya, Sunita Menon, Dinesh Reddy, David Chang.

**MEETING DATE/LOCATION:** 05/25/2016; 9609 Medical Center Dr., Meeting Room # 1W030

The purpose of this meeting was to discuss the following:

* Progress update
* Overview of user roles in GreenSheets application
* Next Steps

**Progress update:**

Yakov provided group activities and overall project status update:

* The group met Leonid and clarified Form Builder (FB) module structure, export of templates, suspended FB features and what can be done in the future if database structure will be changed
* Overall “as-is” requirements specifications are close to 80% completion. Results of reverse re-engineering are incorporated as soon as they come from development
* Sunita completed “as-is” analysis of the roles
* Iris is looking at complete NOW list, 80% done
* Doug and Yakov are completing the first part of reverse re-engineering

**Overview of user roles in GreenSheets application:** Sunita presented

https://ncisvn.nci.nih.gov/svn/iscs/greensheets/Requirements/Work%20documents/ [Greensheets\_Roles.xlsx](https://ncisvn.nci.nih.gov/svn/iscs/greensheets/Requirements/Work%20documents/Greensheets_Roles.xlsx)

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| Major point | Comment |
| User role – maintained in EM, these roles are allowing to perform actions related to greensheets  FB roles – also maintained in EM, but these roles are allowing to perform actions related to Form Builder | **Yakov:** For PD or PA or GMS user can have only one role at a time assigned in EM (e.g. user cannot be PD and GMS simultaneously) |
| Diversity Supplement PD/Analyst | **Gaby:** old documentation mentions Policy that program greensheets for type 5 diversity supplements should be completed by separate role.  **David:** This role was probably created because of I2E cannot identify diversity supplement.  **Nelya:** need to investigate if this role is still needed. Nobody is sure why it was created. **If it’s no longer used, we need to get rid of it**. |
| Guest – this is not a role, it’s the lack of other GreenSheets roles. Allows view-only access to both types of greensheets. | Whole group discussed possibility of creation of a true GS read-only role. |
| Super User | **Larry:** the major non-functional requirement - developers must have a way to address the issues in production environment.  **Nelya:** We need to find a way to address production issues without assuming somebody’s identity in production. This is a security concern.  **Whole group:** this is on the list of items for re-design and remediation; proposed solutions will be provided later (we are not in solution phase yet; at this time, we are collecting ‘as-is’ information).  **Nelya:** re-design and remediation plan should have time estimates when each problem is going to be addressed. |

**Discussion of the Next Steps:**

The overall goal is to provide management with the list of recommendations for phased approach to GreenSheets redesign. Only some of the project goals and identified issues are going to be addressed in October, the rest will be targeted for phased approach.

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| Deliverable | Proposed delivery date of activities | Proposed implementation date |
| Provide a list of development activities and recommendations for re-doing system **from design/technical side**. This way the databse will be ready for the future phases, when we start doing enhancements;  UI will be left as-is for October | June 8th | October 2016 |
| Analyze needed reporting specifics. The idea is:  In October -provide reporting capabilities via sequel, not via UI  In future phases – provide UI for reporting | TBD (Nelya mentioned the dependency on business owners availability) | In October -provide reporting capabilities via sequel, not via UI  In future phases – provide UI for reporting |
| Resolving existing production issues | TBD (Nelya mentioned that re-design and remediation plan should have time estimates when each problem is going to be addressed | TBD (only portion will be resolved in October) |
| Validate if the system currently does exactly what the business owners think it does | TBD (Nelya mentioned the dependency on business owners availability; Gerald mentioned that this discussion will be a part of presenting proposed recommendations to business owners) |  |
| Finish ‘as-is’ requirements specifications and validation requirements by reverse-reengineering | TBD (development dependency) |  |
| Meetings with business owners to present them with proposed recommendations and collect requirements for after-October enhancements | After October? | 2017 |