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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, Dinesh Reddy, David Chang, Iris Hunt.

**MEETING DATE/LOCATION:** 06/01/2016; 9609 Medical Center Dr., Meeting Room # 1W030

The purpose of this meeting was to discuss the following:

* Progress update
* Initial draft of recommendations to OGA
* Next Steps

**Progress update:**

Yakov provided project status update:

* Overall “as-is” requirements specifications are close to completion. Results of reverse re-engineering are incorporated as soon as they come from development
* Iris is looking at complete NOW list, 90% done
* Doug and Yakov are in the middle of reverse re-engineering
* Yakov created the list of team activities to be performed during the next phases of the project. The team is working on initial draft of recommendations to OGA, based on various documents.

**Discussion of initial draft of recommendations:** Yakov presented initial draft of recommendation of OGA (work in progress)

<https://ncisvn.nci.nih.gov/svn/iscs/greensheets/Requirements/Work%20documents/Greensheets%20Analysis%20-%20Recommendations.xlsx>

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| Topic | Comment |
| Release 1 | * Yakov: October release will change only backend, no visible change to users. It will have a new approach to extracting questions from Form Builder and saving them in different tables. This approach will prepare the database to handle reporting requirements with ease. * Gerald: we are aiming to provide reporting capabilities (SQL) starting the beginning on a new FY (clean start) * We are hoping for minimal changes to table structure, but will need some additional tables. |
| Release 2 | Yakov: we will implement “Hibernate” framework. Transactions are controlled by “Hibernate”. That will address a lot of issues. |
| Reporting requirements | * Nelya: there are two types of reports can be needed:   + Ad-hoc reports on statistics related to answers to a specific question   + “House-keeping” reports, for example ‘how many greensheets in Submitted status. * Nelya: In the past OGA requested ad-hoc reports on statistics related to answers to a specific question. Sheng usually runs a query and provides such reports. We need to analyze the samples of such reports from the past years. In release 1 database should be designed in a way allowing run such reports. In future release we need to think about providing ability to run such reports to OGA users. * Sheng: it happens approximately twice a year. Reports may cover more than one FY. * Jennifer: we need to give GreeenSheets overview to OGA before asking about reporting requirements |
| Data migration | * Yakov: Do we need to load “Frozen’ data from past years into new tables? It depends on how far back users want to go with reporting * Gerald: we need additionally discuss it with Sheng if it would be feasible * Nelya:   + Current inventory in production – must   + New inventory in production – must   + Past inventory in production (Frozen) – ask OGA and estimate if it’s feasible |
| UI | * Nelya: we need to take a look at the UI recommendations from Olga |
| Releases’ Planning | * Jennifer: presentation to OGA must have timelines * Nelya: we need to know dependencies between releases * Yakov: Releases 1 and 2 have dependency. Release 2 cannot start until Release 1 is in TEST. Release 3 has heavy dependencies on requirements. It is preliminary divided into 5 blocks (sprints) that can be broken down even further if necessary. * Gaby and Subashini: Requirements solicitation process will be designed based on priorities and users’ availability. We can collect requirements for a selected block, provide them to development team for implementation in the sprint and collect requirements for the next block while development is working on a prior portion. * Nelya: we need estimates for resource allocation for each phase to optimize this high visibility project. |

**Next Steps:**

* Finish list of recommendations to OGA
  + Add LOEs
  + Add dependencies
  + Add proposed release dates
  + Add approximate resource needs
* Obtain prior ad-hoc reporting requirements and analyze the samples of such reports from the past years. Add these requirements to overall specification document
* Take a look at the UI recommendations from Olga
* Start working on presentation(s) to OGA. Major goals of this presentation would be:
  + Attain a common understanding of the project scope, assumptions, and potential risk factors
  + Verify existing (“as-is”) requirements and functionality with OGA
  + Prioritize production issues to be fixed by re-design
  + Present the high level list of recommendations for re-design and solicit OGA input for desired enhancements and their priorities
  + Discuss possible project timeline
* When team is ready, set up meeting(s) with OGA