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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.

**MEETING DATE/LOCATION:** 06/08/2016; 9609 Medical Center Dr., Meeting Room # 5W030

The purpose of this meeting was to discuss the following:

* Progress update
* Project Timeline and resource allocation
* Next Steps

**Progress update:**

Yakov provided project status update:

* Greensheets Reporting Meeting - clarification of former reporting requests => done, we have found some expected discrepancies
* Preparation of LOE for recommended releases, creating recommendations => in progress
* Draft of Presentation for OGA => in progress

**Discussion of Project Timeline and resource allocation:** Yakov presented <https://ncisvn.nci.nih.gov/svn/iscs/greensheets/Requirements/Presentations/GreenSheets%20Recommendations.pptx>

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| **Topic** | **Comments provided by:** | **Comment** |
| New production issue with attachments | Nelya/Yakov | * Yakov: we have a new production issue with attachments that should be added to the list for OGA. * Nelya: user worked on particular greensheet for 6 months and had multiple attachments. When a template has been updated, attachments were lost and answers no longer match. Our future requirements and design should address such situations |
| OGA meetings timing | Nelya and group | * Kick off meeting with OGA => week of June 27 * Requirements gathering meeting for ad-hoc congressional reporting => week of July 18th |
| Kick off presentation for OGA | Nelya/Gaby | * Nelya: OGA presentation should communicate the following:   + CBIIT already started to work   + CBIIT will be reaching out to various SME   + Overall project scope   + High level project plan:     - Analysis – done     - Production issues – plan to address them     - Emphasize October 15th deadline, and explain that we will implement phased approach to accommodate this deadline (changes to database in October, everything else later)   + Our analysis indicated that Program staff has specific GreenSheets that are different from OGA. We recommend brining several Program SME (e.g. specific search needs) to provide requirements feedback for particular topics * Gaby: initial presentation will not have a system overview, but we will try to bring Program SME for requirements gathering. |
| Transition period discussion | Gerald/Yakov | * October deadline is risky * We need to ask business owners if business process allows to shut down GreenSheets system for a certain period of time * In order to provide possible impact estimates, we need to start database design |

**Next Steps:**

* Keep working on presentation to OGA and discuss the draft during our next status meeting (Gaby/Yakov/Gerald)
* Look into resource availability for this project (Larry/Gerald)
* If we will have resources, start database design