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| ***MEETING MINUTES*** |  |

**SCRIBE:** Gaby Tulchinskaya

**PROJECT:** GreenSheets Re-Design

**MEETING NAME:** GreenSheets Re-Design

**ATTENDEES:** OGA:Crystal Wolfrey, Eugenia Chester, Stacey Kocher

CBIIT: Nelya Gunina, Jennifer Kwok, Gerald Momplaisir,

Yakov Polonsky, Larry Brem, Gaby Tulchinskaya, David Chang.

**MEETING DATE/LOCATION:** 12/01/2016; 9609 Medical Center Dr., Meeting Room # 2W032/034

**Purpose of the meeting is to discuss:**

* Ad- hock reporting business needs:
  + How OGA will find and select question(s) and option(s) for an answer
  + What the report should bring as a final result
* General questions (e.g timeliness of the data/maintenance of the report/specific business rules/possible implementation solutions)

**Discussion and decisions**:

|  |  |
| --- | --- |
| Topic | Decisions |
| UI for reporting | Please refer to the mockup below this table   * CBIIT needs to build user interface that allows: Find the question(s) according to search parameters, entered by OGA user * Display the question(s) and all corresponding options of the answers. The system should allow to select the question/answer option combination(s) * Report should bring all grants, which have greensheet(s) with selected question/answer combination(s) |
| Search questions by: | * Range of dates when answers were provided on greensheet(s) * Application type (must include option to select ALL) * Mechanism (must include option to select ALL) * “Program” or “Specialist” questionnaire (can be exclusive or user can select both, whatever is easier for development) * Question text (full or partial) * Question id |
| Business rules related to selection of the questions and answer options | * Questions from Revisions greensheets must be excluded * All versions of the same question within the requested period should be displayed (latest version to the top); one checkbox for all versions of the question will be used. The final report will bring one grant anyway (same question\_id) * All versions of the answer options should be displayed * Some questions might have an answer just as enterable text or a date. In such cases provide ability to select only a question * Question number (displayed on a greensheet) should NOT be displayed on the screen * Screen should NOT display dependencies between top level questions and sub-questions |
| Business rules related to grant section of the report | * Report does not need to have a real-time data * Report should bring up the grants with FROZEN greensheets only * Revisions greensheets must be excluded |
| Report section that displays grants should display | * Number of grants found * Grant number * Appl\_id * PI Name * Form Type (Program or Specialist) * Question Text * Answer value * Grant FY   NOTE: All columns in grant section must be sortable; default sort by grant number |

**Rough mockup (development is free to implement a different UI)**:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Search parameters selection area** | | | | | | | | | | | |
| First OGA user finds QUESTIONS in this green area. Something like this: | | | | |  | This is the area where search results (questions and corresponding answer options) will be displayed. User will be able to select questions and answer options that will be used in the search for grants. Something like this: | | | | | |
| **Search parameter** | | **Enterable portions** | | | **Question** | | | **Answer options** | | |
| **Range of dates (of answers)** | | Can be slider or enterable fields or calendar or anything else (dev pending) | | |  | Is there substantial foreign human involvement? | |  | No  Yes, domestic grant with foreign involvement  Yes, foreign grant | |
|  | |  | | |
| **Type/Mechanism** | |  | | |  | Were humans used? *---from version 2 (after new GS was promoted within requested date range; latest version to the top*)  Were humans referred*? ---from version 1* | |  | Yes *- this was in versions 1 and 2*  No *- this was in versions 1 and 2*  N/A *- this was in version 2 only* | |
| **Form Type** | | Program Specialist | | |  | When experiment on humans will start? | |  |  | |
| **Search by the text of the question (full or partial)** | |  | | |
| **Search by question\_id** | |  | | |
| **Report area (grants that have a greensheet with selected question/answer)**  **Number of grants: 2** | | | | | | | | | | | |
| **Appl\_id** | **Grant number** | | **PI Name** | **FY** | | **Form type** | | **Question text** | | | **Answer value** |
| 1234567 | 1R01CA123456-01 | | Dylan, Bob | 2016 | | Program | | Were humans used? | | | Yes, foreign grant |
| 7654321 | 1R01CA111111-02 | | Redford, Robert | 2017 | | Specialist | | Is there substantial foreign human involvement? | | | No |

**Action items**:

| Item | Action | Related to | Status | Responsible party |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | Provide the text for a warning message | See meeting minutes from 8/11/2016  When greensheet is in status “Saved” or “Unsubmitted” and a new template is promoted from Form Builder, GreenSheets system will display a warning message that the template has changed and instructions to a user. | Open | OGA |
|  | Provide a ticket for a new requirement to add the links to IMS, FCOI, FACTS to a greensheet. Please provide specific links (if possible) | Was requested during the meeting regarding timelines. | Open | OGA |
|  | Provide a boilerplate to the email in draft area | Sample was:  **TO:**  **FROM:**  **SUBJECT:** Request to test the new greensheet form  **BODY:** Please click:  link to test <New form name 1> - <form type> for <list of type/mech combinations>  link to test <New form name M> - <form type> for <list of type/mech combinations>  Is standard signature needed? | Open | OGA |