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| ***MEETING MINUTES*** |  |

**SCRIBE:** Gaby Tulchinskaya

**PROJECT:** GreenSheets Re-Design

**MEETING NAME:** GreenSheets Re-Design Kickoff Meeting

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

CBIIT: Nelya Gunina, Jennifer Kwok, Gerald Momplaisir,

Subashini Varadarajan, Yakov Polonsky, Larry Brem,

Gaby Tulchinskaya.

**MEETING DATE/LOCATION:** 06/28/2016; 9609 Medical Center Dr., Meeting Room # 2W032/034

The purpose of the meeting was to officially kickoff the GreenSheets Re-Design project and to:

* Verify project scope
* Review high level plan
* Discuss potential additional scope items
* Discuss timeline
* Review next steps

**Discussion and decisions:**

During initial discussion the following feedback has been provided by OGA:

* All data for FY 2017 must be in new database structure
* As long as all FY 2017 data will be eventually available in a new database structure, there is no pressing need to tie the production release to the beginning of the new FY in October, it can be done later.
* Ideally the data should be migrated for FY 2016 and 2015 for reporting purposes. CBIIT needs to estimate LOEs for data migration. If it proves to be too expensive, OGA will find different means to report historical data.
* Database changes should accommodate revised awards (database should accommodate multiple greensheets for the same appl\_id, more than 1 program and 1 specialist greensheet). For revised awards Program GS is not required, only Specialist GS is needed.
* Front end reporting is not needed
* Overall business flow changes are required to fix various issues with work in progress supplements; such changes will affect multiple systems. Therefore, although related to GreenSheets system, work in progress supplements can be treated as a separate project outside of the scope of GreenSheets Re-Design.
* There are no blocks of time when OGA is not available for meetings
* It is possible that the name of the system will be changed, OGA can put new names for a vote on Grants Issues forum
* Program SMEs will be invited to provide requirements feedback during UI re-design
* OGA will think about the structure of future user guides and help system.

**Next Steps:**

* CBIIT will schedule next requirements elicitation session for the week of July 18- 22 on Thursday or Friday
* CBIIT will provide the list of questions related to database changes to OGA before the next meeting to facilitate the discussion
* CBIIT and OGA will reconcile features/issues and finalize project scope