

Team Meeting Notes and Agenda 1-4-2010

Meeting Information

Time	11:00 AM
Date	01/04 /2010
Location	telecon

Facilitator: Beate Mahious

Attendees

Team Member	Organization
Brian Davis	3 rd Millennium, Inc.
Beate Mahious	Semantic Bits
Rick Kiefer	Mayo Clinic
Cindy Bandel	Mayo Clinic
Baris Suzek	Georgetown
Patrick McConnell	Semantic Bits
Hua Min	Fox Chase
Shantanu Despande	Persistent
Sherri DeCoronado	NCI CBIIT

Apologies

- Denise Warzel
- Robert Freimuth

Meeting Agenda

1. Dates for Rounds (Bea 15 min)
2. Updates from Requirement Analysts (10 minutes each RA)
3. Action Items (Bea 5 min)

Meeting Minutes

1. Dates for Rounds:

Date	Round
Jan 14	Round 1 completed: <ul style="list-style-type: none">• formal requirements statements for all Round 1 items in master list, except those so denoted and Round 2 completed:• formal requirements statements for all Round 2 items in master list• summary use cases for items that were at the point of easily generating a list
Jan 15	Team Meeting instead of Jan 18, because of Martin Luther King Day - preparation for Feedback session with CBIIT management
Week of January 18	Feedback session with CBIIT management, which will set the stage for Round 3 and Round 4 (round 4 will be completed by CBIIT Contractors)
Feb 12	Round 3 completed: <ul style="list-style-type: none">• formal requirement statements and use case development for all Round 3 items in master list
After Feb 14...	Round 4 is for CBIIT contractors (other team)

2. Updates from Requirement Analysts (10 minutes each RA)

Patrick:

- working on use case developments
- caEHR - when talking to Christo about caEHR Patrick will check with Christo whether he should also talk to Kevin. This came up during email exchange of Baris when setting up interview.
- leaving on Jan 7, still available to wrap up items.

Baris:

- John and Paul are very busy, will try to get interview schedules asap
- confirm: some items have been moved up to round 1/ Initial Analysis complete - everyone keep an eye on master list all the time
- clarification/confirmation: all RAs please go through your existing formal requirement statements to make sure you have included actors, business goals and how system can help achieve business goal. Actors are listed at: <https://wiki.nci.nih.gov/display/VCDE/Use+Case+Actors>

Hua:

- Interview on 12/30/2009 with Rakesh went well
- Clarification: when more than one requirement statement supports one use case, link all requirements in master list to the same use case template.
- in process of setting up further interviews

Shantanu:

- talked to Sue Dubman and received several documents from her
- will talk to Todd next week
- writing further Formal Requirement Statements
- Tip from Patrick: Review Patrick's Formal Requirement Statement which might already include some or all of your assigned ICR IRWG Requirements at: <https://wiki.nci.nih.gov/x/OARyAQ>

Action Items

Name Responsible	Action Item	Date Due	Notes	—
Bea	set up meeting for Denise and Patrick before his departure 1/7 /2010	1/5/2010	—	
Bea	set up meeting for team with CBIIIT management	1/8/2010	—	
Bea	send compiled hours from team to Brian Davis	1/8/2010	—	
Bea	send invitation to move meeting from 1/18 to 1/15	1/8/2010	—	