

Team Meeting Notes and Agenda 1-11-2010

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

Lead: Denise Warzel

Moderator/Facilitator: Beate Mahious

Attendees

Team Member	Organization
Denise Warzel	NCI CBIIT
Sherri DeCoronado	NCI CBIIT
Beate Mahious	SemanticBits
Brian Davis	3rd Millennium, Inc.
Rick Kiefer	Mayo Clinic
Cindy Bandel	Mayo Clinic
Baris Suzek	Georgetown
Hua Min	Fox Chase

Apologies

- Shantanu Deshpande
- Patrick McConnell

Meeting Agenda

Agenda:

1. Preparation for presentation to CBIIT management (10 min)

- Date/Time
- Participants
- Content

2. Master list (10 min)

3. Naming convention for use cases (10 min)

4. Reports from Baris, Hua, Shantanu (30 min - 10 min for each RA)

Meeting Minutes

1. Preparation for presentation to CBIIT management (10 min)

- **Date/Time**
Denise will present to CBIIT management after a team meeting where RAs present 3-5 top requirements internally to group. This internal meeting will be on Friday Jan.15 at 11am. Patrick and Baris have submitted their 3-5 top priorities. Hua and Shantanu will send theirs by Thursday.
- **Participants**
The Friday meeting will include our team and Larry Wright, Sherri de Coronade, Margaret Haber.
The presentation to CBIIT management will include Denise and the management. She will present compiled information.
- **Content**
Each RA contributes 3-5 requirements that they feel are of highest priority based on their reading of forum entries as well as talking to submitters.
Bring any information that you collect regarding registry software

We will have a separate meeting about templates (use case and questionnaire) on January 19th, 2010 at 11am.

2. Master list (10 min)

The master list is an important tool in our communication. A few reminders/requests:

Please remove your name from the Interview Analyst column if an interview is not needed and replace with n/a for not applicable.

RAs: when a task is completed make sure to mark as C-completed

Denise will go through list to ensure that approved next steps are marked as such.

3. Naming convention for use cases (10 min)

postponed to template meeting on Jan 19.

4. Reports from Baris, Hua, Shantanu (30 min - 10 min for each RA)

Baris:

- decomposed 2-3 forum entries this week.
- completed interview with John/Paul. There are 4-5 requirements resulting from this interview. Baris will add them to the master list this week.

Hua:

- completed interview with Cui Tao.
- tried contacting Christophe Ludett, but he is not working there anymore. Will send formal requirement statement with actor, business goal and how system can help reach goal to be reviewed by email.

Action Items

Name Responsible	Action Item	Date Due	Notes
Denise Warzel	look over activity column and mark items	1/13/2010	---
All RAs	look through interview analyst column and place n/a on requirements that don't require an interview	1/14/2010	---
All RAs	mark completed items with C if not already done so	1/14/2010	---
Hua and Shantanu	send 3-5 top priorities to Bea	1/14/2010	---