Team Meeting Notes and Agenda 2-22-2010

Time	11:00 AM
Date	02/12/2010
Location	telecon

Lead: Denise Warzel

Moderator/Facilitator: Beate Mahious

Attendees

Team Member	Organization
Denise Warzel	NCI CBIIT
Beate Mahious	SemanticBits
Rick Kiefer	Mayo Clinic
Mohamed Keshk	SemanticBits
Shantanu	Persistent

Meeting Agenda

1. Review prioritized Use Cases with each Business Analysts (20 minutes)
2. Discussion of how to document use cases, how to name them, and where to place them (40 minutes)

Meeting Minutes

AGENDA ITEM 1. Review prioritized Use Cases with each Business Analysts

Shantanu:

1. caIntegrator
Shantanu developed 6 use cases and sent them out for review/validation. No feedback as of today. Shantanu sent a reminder on Friday 2/19/2010.

2. TCGA
Meeting took place on Tuesday 2/16 and another follow-up meeting will be scheduled.

3. Requirement sharing (Sue Dubman)
Shantanu sent his formal requirement statement to Sue Dubman for validation the week before last.

Shantanu hasn't heard back yet. Shantanu will forward the reminder email with attachment to Denise Warzel on Tuesday 2/23/2010.

Mohamed:
The following two items are on same priority level:

1. caB2B

Mohamed received feedback from Mukesh on use cases and on the priority level of each use case.

Mohamed explored presenting use cases in visual format using "BizAgi Process Modeler" and Enterprise Architect-7.5.

He created a workflow diagram for "Load Value Meaning" use case and its related ones (alternatives), and the corresponding UML use cases. The group discussed how to attach it to the use case wiki page using the "attachment" tab. The visual presentation is very helpful in addition to the written out use cases.

2. Forms

The medidata meeting that was planned for last week was canceled.

AGENDA ITEM 2. Master List clean-up

Throughout the updates we went over how and where to post use cases and their attachments.

Action Items

Name Responsible	Action Item	Date Due	Notes
Mohamed and Shantanu	be prepared to present the use cases you are currently working on during next weekly team meeting on Monday 3 /1	3/1/2010	---
Shantanu	*Requirement sharing (Sue Dubman)* Shantanu forward formal requirement statement to Denise Warzel for future follow-up.	2/23/2010	---
Denise	review flow charts from Mohamed and give feedback to Mohamed	2/28/2010	—