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| VA Logo | **VHA OIA Innovation**  **Increase Enrollment in My HealtheVet**  *Weekly Sprint Meeting Minutes* |

**Date**: November 10, 2014

**Dial-In**: Lync Meeting

**Meeting Lead:** Joy Forester

**Time**: 12:30 PM – 1:30 PM EST

**Access** **Code:** n/a

**Facilitator/Scribe**: Joy Forester

**Invitees:**

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|  | **Name** | **Role** | **Organization** |
| x | Bill Frey | Test Engineer | HP Enterprise Services |
|  | Brian Stevenson | VA PM-COR | VHA OIA Innovations |
| x | Danielle Krakora | Lead Innovator | Cleveland VAMC |
| x | James Harris | M/VistA Developer | HP Enterprise Services |
| x | Joy Forester | Program/Project Mgr | HP Enterprise Services |
| x | Terri Ruggerie | MHV Coordinator | VISN 10 Ohio |
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**Discussion:**

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| **Topic: Project Management** | **Presenter: Joy Forester** |
| * High Level Schedule:   + Sprint 0 Planning & Environment Setup 8/18/2014 – 9/**5**/2014   + Sprint 1 Prototype Development 9/08/2014 – 10/3/2014   + Sprint 2 Prototype Development 10/6/2014 – 10/31/2014   + **Sprint 3 Prototype Development 11/3/2014 – 11/28/2014**   + Sprint 4 Formal Testing 12/1/2014 – 12/26/2014   + Sprint 5 Correct Deficiencies 1/19/2014 – 2/06/2014 * Team completed 100% Sprint 2 development and delivered the CDP artifacts to Brian on 11/4 for review/approval. Brian approved on 11/5. Team is working on 2nd week of Sprint #3 now * Sprint 3 ends on Friday 11/28**;** 2 holidays – Veterans Day and Thanksgiving; * Sprint 3 scope includes   + Sprint Story: User Story #4 - VistA MHV Enrollment consistency checker   + Sprint Story: Add Actions filter to only display relevant actions for Socialization question   + Sprint Story: Update prompt text for Enrolled and Authenticated questions | |
| **Prototype Development & Testing** | **Presenter: James Harris** |
| * DEV: James has completed coding the changes included in Danielle’s change document sent to team on 11/10. He will be moving on to the technical analysis for the MHV consistency checker changes.      * TEST/BA: Bill is working on updating the user stories with the changes to date.   Project User Stories are:   * + US #1: Add/Display VistA alert for MHV enrollment   + US #2: Add/Display VistA Patient MHV socialization question   + US #3: Add/Display VistA MHV Enrollment fields (3)   + US #4: Add VistA MHV Data Consistency Check | |
| **Prototype Demonstration** | **Presenter: Bill May** |
| * Bill walked thru what has been completed to date US#3, including the updated workflow from Alert to Socialization Question to Enrollment Fields based on the decision tree.     For SME log-in to the CPM account to play with the functionality, use Attachmate and enter the below settings.  Access code: cprs1234  Verify code: CPRS4321$  cid:image002.png@01CFEC69.E8DC59F0   * Smooth prototype demo – Terri and Danielle concurred that the changes looked good; Terri identified one outstanding change was to remove all “opt-in” references relative to secure messaging since that terminology was going to change on the business side. She and Danielle will meet to document the explicit changes they want and send to the team on Friday. Bill will post the demo recording on the FTL site for Brian and others to access. [https://vacloud.us/storage/MHV Enrollment](https://vacloud.us/storage/MHV%20Enrollment) | |
| **Topic: Risks, Actions, and Open Floor** | **Presenter: Joy Forester** |
| * No risks to report | |
| * Joy mentioned to the SMEs that User Functional Testing (scheduled for Dec 8-19) is coming up where VA end-users/testers identified by Brian and SMEs would have the opportunity to log into the FTL and 1) run thru the test scenarios outlined in the Testing Manual and 2) organically test (i.e. play around with the new features) | |
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| **No.** | **Action Item** | **Assigned To** | **Date**  **Assigned** | **Date Complete** | **Status** |
| 1 | Set up Innovations K/T Meeting | Joy Forester | 8/25/14 | 8/26/14 | Done |
| 2 | Follow up with contractor reciprocity paperwork status | Brian Stevenson | 8/25/14 | 9/8/14 | Done |
| 3 | Look into setting up our project GitHub repository to upload code, documentation and Collaborative Development Package components. | Brian Stevenson | 9/16/14 | 9/17/14 | Done |