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

**Date**: October 6, 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 |
| x | Brian Stevenson | VA PM-COR | VHA OIA Innovations |
| x | Danielle Krakora | Lead Innovator | Cleveland VAMC |
|  | James Harris | M/VistA Developer | HP Enterprise Services |
|  | Kristen Kriwox | Business Analyst | 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 1 development on Fri, Oct 3rd. * Collaborative Development Package (CDP) for Sprint 1 will be posted by GitHub on Wed, Oct 8th (target). CDP is incremental and due on GitHub repository no later than 7 days after each development sprint end. * Sprint 1 review and retrospective meeting occurred on Fri 10/3 @ 10:30am ET.   + Bill reviewed our S1 accomplishments & demonstrated/recorded the S1 functionality to Terrie, Danielle, Brian and team members. He posted the recording on the FTL drive: [https://vacloud.us/storage/MHV Enrollment](https://vacloud.us/storage/MHV%20Enrollment)   + Team conducted their S1 Retro and sent notes to Brian. * Sprint 2 Planning will be conducted by the development team on Tue 10/7 when all team members are back in the office. The updates for US #2 will be planned for late Sprint 2 or early Sprint 3, since the team’s delivery focus is User Story #3: Add/Display VistA MHV Enrollment fields (3). | |
| **Prototype Development & Testing** | **Presenter: Development Team** |
| * DEV: Nothing to report * TEST/BA: Bill will be managing the user stories going forward since Kristen has resumed her other project commitment. He will set up a meeting with the SMEs on Wed for a User Story #3 walkthrough.   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 MHV Data Consistency Check | |
| **Topic: Risks, Actions, and Open Floor** | **Presenter: Kristen Kriwox** |
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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 |