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

**Date**: September 8, 2014

**Dial-In**: Lync Meeting

**Meeting Lead:** Kristen Kriwox

**Time**: 12:30 AM – 1:30 PM EST

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

**Facilitator/Scribe**: Kristen Kriwox

**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 |
| x | James Harris | M/VistA Developer | HP Enterprise Services |
| x | Kristen Kriwox | Business Analyst | HP Enterprise Services |
|  | 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: Opening Remarks** | **Presenter: Kristen Kriwox** |
| * Purpose of Weekly Sprint Meetings   + To discuss project status, issues, requirements and demonstrate prototype progress. These sprint meetings will enhance collaborative communication between the SMEs and development team throughout the duration of the project and help to refine the design of the prototype.   + Joy is double-booked for this time slot today so Kristen is facilitating. | |
| **Topic: Project Management** | **Presenter: Joy Forester** |
| * High Level Schedule:   + Sprint 0 Planning 8/18/2014 – 9/**5**/2014   + Sprint 1-3 Prototype Development & Testing 9/**8**/2014 – **11/28**/2015 * **High Level Schedule dates above and noted in last week’s call have been updated above, bolded text are changes.** * Joy is working on the CPMP draft due on Sept 8, 2014. She will have complete by COB today. | |
| **Topic: Environment/Software Development** | **Presenter: Development Team** |
| * Dev: James has accessed the web cloud development environment successfully (CACHE studio) and is ready to begin development as schedule dictates. * Test: Bill has accessed Innovations documentation area and downloaded virtual machine client, having some login issues with development environment, has an open ticket with helpdesk, will follow up with them this afternoon. Now that User Stories are shaping up, can begin skeleton of IEMHV Test Plan * BA: SMEs began User Stories, after additional requirements meeting last week, Kristen re-vamped the three main User Stories; working sessions will be scheduled this week starting tomorrow to continue to flush out the requirements for the two User Stories in Sprint 1. * Danielle thought what was documented in the user stories was exactly what they are asking for. Terri agreed. | |
| **Topic: Onboarding Status** | **Presenter: Brian Stevenson** |
| * Brian checked in with Zee Taylor-Pearson on the reciprocity status for the dev team members again today. | |
| **Topic: Risks, Actions, and Open Floor** | **Presenter: Kristen Kriwox** |
| * No additional items | |

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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 |