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

**Date**: September 22, 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 |
| x | James Harris | M/VistA Developer | HP Enterprise Services |
| x | Kristen Kriwox | Business Analyst | HP Enterprise Services |
| x | Joy Forester | Program/Project Mgr | HP Enterprise Services |
|  | 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 currently 75% thru first development Sprint 1. * Team has access to MHV-Enrollment GitHub repository on FTL. | |
| **Prototype Development & Testing** | **Presenter: Development Team** |
| * Bill demonstrated the US #1 and US #2 to Danielle. Team obtained her feedback.   + MHV alert – no changes, looks great.   + MHV enrollment discussion question & responses – add ability for multiple response selections, display dates for stored actions the next time patient goes thru pre-registration, clean up action verbiage for response #5. Kristen will set up another session with Danielle & Terri to capture the requirements updates. * DEV: James will continue refining the code code MHV Alerts and MHV Enrollment Disc user stories. * TEST: Bill will continue updating his test scripts and testing manual. * BA: Kristen will continue working with SMEs to make final post-demo tweaks to US #1 and US #2.   + US #1: Add/Display VistA alert for MHV enrollment   + US #2: Add/Display VistA Patient MHV enrollment discussion field   + US #3: Add/Display VistA MHV Enrollment questions (3)   + US #4: Add MHV Data Consistency Check * The team will demo the updates for US #2 at next week’s sprint meeting (9/30) | |
| **Topic: Risks, Actions, and Open Floor** | **Presenter: Kristen Kriwox** |
| * Brian asked that Bill upload the demo video on the GitHub repository | |
| * The Sprint 1 Review meeting is planned for Fri, Oct 3rd, the last day of the sprint. Time TBD. The purpose of this meeting is to demonstrate what was accomplished in Sprint 1, (i.e. the development work products) to a larger audience including any interested OIT or business stakeholders. Danielle will forward the meeting invite to the appropriate folks on the business side (e.g. her workgroup members and MHV business sponsor) | |
| * Per Danielle, she thanked the team for their hard work and demonstration of the in-flight code. | |

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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 |