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

**Date**: October 20, 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 | 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 has completed 60% Sprint 2 development. * Sprint 2 ends on Friday 10/31**;** User Story #3: Add/Display VistA MHV Enrollment fields is on track for completion. | |
| **Prototype Development & Testing** | **Presenter: Development Team** |
| * DEV: James completed initial development of the 3 MHV Enrollment fields the options and actions for each field; he will work on the 6 month display logic next and have it complete for next week’s Weekly Sprint Meeting demo. * TEST/BA: Bill completed 2 walkthrough sessions for User Story #3 with the SMEs and emailed the updates to the team and SMEs. Next he will work on creating his test scripts for US#3 and updating the Testing manual.   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 | |
| **Prototype Demonstration** | **Presenter: Bill May** |
| * Bill walked thru what has been completed thus for US#3. He reminded the SMEs that they have access to play with the new features in the Innovations test environment.   They would use Attachmate and enter the below settings.  Access code: cprs1234  Verify code: CPRS4321$  cid:image002.png@01CFEC69.E8DC59F0   * Bill will upload the video of Sprint 2 Demo 1 to the innovation cloud storage area at https://vacloud.us/storage/MHV Enrollment. | |
| * Danielle was pleased; requested the MHV acronym in the clerk’s readable verbiage spell out the word My HealtheVet. Otherwise everything else looks good. | |
| * Terri will further review the Actions verbiage for a No response with Danielle and SME subgroup to tweak and streamline wording. SMEs will meet on Tue 10/21 and will send updates to the team. | |
| * Joy and James advised that the changes for the action verbiage are easy fixes to include for this Sprint but any changes to the conceptual workflow for the 3 MHV Enrollment fields would require more complex coding. As long as verbiage changes are submitted by midweek, James can make the updates. Next week the team’s focus will be on the Sprint 2 documentation deliverables. | |
| **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 |