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

**Date**: August 25, 2014

**Dial-In**: Lync Meeting

**Meeting Lead:** Joy Forester

**Time**: 12:30 AM – 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 |
| x | Terri Ruggerie | MHV Coordinator | VISN 10 Ohio |
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**Discussion:**

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| **Topic: Opening Remarks** | **Presenter: Joy Forester** |
| * 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. | |
| **Topic: Project Management** | **Presenter: Joy Forester** |
| * High Level Schedule:   + Sprint 0 Planning 8/18/2014 – 9/12/2014   + Sprint 1-3 Prototype Development & Testing 9/15/2014 – 12/5/2015   + Sprint 4 Formal UFT Testing 12/8/2014 – 1/2/2015   + Sprint 5 Correct Deficiencies & Prototype Demo 1/5/2015 – 2/6/2015 * Joy is working on the CPMP draft due on Sept 8, 2014. She is reviewing a CPMP example used for a previous innovation project. * Joy will send Brian the draft Project Plan so he can review high level tasks/dates . | |
| **Topic: Environment/Software Development** | **Presenter: Development Team** |
| * Dev: James and Bill have set up Web Help Desk accounts; James has already requested software packages that need to be loaded in the cloud dev environment including the VistA registration package. * Test: Bill has a Test Plan document from another VA project that he will review/leverage for the IEMHV Test Plan. * BA: Kristen reviewed the product backlog and user story concept with SMEs and walked thru a user story example; SMEs will be responsible for meeting with their work team to create first pass of user stories that the team will later review during user story walkthrough sessions. * HP will set up an innovations project knowledge transfer meeting with HP colleagues who have recent experiences to discover any lessons learned, environment set-up processes, and pitfalls that will add value. * Team received the SMEs VistA Brainstorming document and will review proposed ideas/ approach for collecting MHV registration interest. | |
| **Topic: Onboarding Status** | **Presenter: Brian Stevenson** |
| * Brian will check with Zee Taylor-Pearson on the reciprocity status for the dev team members. | |
| **Topic: Risks, Actions, and Open Floor** | **Presenter: Joy Forester** |
| * Brian clarified that the changes under this contract are in VistA only and there will be no changes made in the MHV portal. The VistA changes are meant to raise awareness about MHV by asking if patients want to register for MHV. * This weekly call slot won’t be as lengthy going forward since the future user story reviews/discussions take place on separate calls with SMEs. | |
| **Topic: Demo** | **Presenter: Kristen Kriwox** |
| * User Story examples | |

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| **No.** | **Action Item** | **Assigned To** | **Date**  **Assigned** | **Expected Complete** | **Status** |
| 1 | Set up Innovations K/T Meeting | Joy Forester | 8/25/14 | 8/26/2014 | In Progress |
| 4 | Follow up with contractor reciprocity paperwork status | Brian Stevenson | 8/25/14 | 8/25/2014 | In Progress |