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

**Date**: September 16, 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 |
|  | 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: 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 in the first development Sprint 1. * CPMP was delivered to Brian Stevenson. He is reviewing and will send his approval | |
| **Prototype Development & Testing** | **Presenter: Development Team** |
| * DEV: James is designing and coding MHV Alerts and MHV Enrollment Disc user stories. * TEST: Bill has successfully logged into development environment and beginning draft of IEMHV Testing Manual. The SMEs approved the proposed format of the testing manual last week. * BA: Kristen continuing dialog and working sessions with SMEs to update/finalize the 2 MHV User Stories Sprint 1. * Terrie had some additional changes MHV Socialization story, conversation point #10, will send to Kristen. * The team will demo the work in progress for the 2 user stories in Sprint 1 at next week’s sprint meeting (9/22) | |
| **Topic: Risks, Actions, and Open Floor** | **Presenter: Kristen Kriwox** |
| * Bill will figure out how to record next week’s weekly sprint meeting demo via Lync | |

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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 |  | In Progress |