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

**Date**: September 29, 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 |
| 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 90% thru development Sprint 1. Sprint 1 end is Fri, Oct 3rd. * Collaborative Development Package (CDP) components were reviewed, negotiated, and confirmed for what makes sense for this innovation project. CDP is incremental and due on GitHub repository no later than 7 days after each development sprint end. * Sprint 1 review and retrospective meeting scheduled for Fri 10/3 @ 10:30am ET. Estimated duration is:   + 45 min for review of accomplishments & demo to stakeholders   + 45 min for team retrospective   + Open to all but team retro is primarily for project team to inspect and adapt | |
| **Prototype Development & Testing** | **Presenter: Development Team** |
| * DEV: James will make finalize Sprint 1 coding changes for MHV Alerts and MHV Enrollment Disc user stories. * TEST: Bill will finalize Sprint 1 internal testing and content updates to testing manual. * BA: Kristen will continue working with SMEs to make finalize post-demo tweaks to US #1 and US #2. * Project User Stories are:   + 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 * Bill demonstrated the US #1 and US #2 to both Danielle and Terri. Team obtained their feedback below:   + MHV alert – spell out MHV to My HealtheVet; 2 words not one; don’t use acronym in alert   + MHV enrollment discussion question & responses – For displaying actions history, add actions for the last 5 sessions in the ‘History of actions’ table. Spell out MHV in all script dialogs, but okay to use MHV in programmatic menus. Kristen will update the user stories and redistribute. * 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** |
| * Bill will upload the demo #2 video to FTL and send out instructions on how to access it. | |
| * Terri and Danielle have requirements changes on where to display the Action history table. They will write it up and send it to the team for review and LOE discussion. If the team determines that the changes are techically feasible and the LOE is small enough to complete in this Sprint 1, the team will let Brian/SMEs know and execute. If not, then the change request will be added to a subsequent sprint for development. | |
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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 |