

EIS Technical Meeting

October 25, 2010, 10:00am-11:00am

Attendees: Chien Shih, Jerrick Woo, Susan Malmgren, Tom Roza, Drake Lewis, Jim Clow and Kari Elliott (note taker).

Postmortem of ARGOS Training:

1. Training went well for Technical Team.
 - Felt rushed in the end; lot of material to cover in short time.
 - How to create a report & security not covered in training.
2. Certify datablocks better for next month's training.
3. Control procedure for datablock.
 - No error messages; content of data correct
 - Move all datablocks to ETS environment.
 - Certify by ETS.
 - User approved.
4. Security Approval Process.
 - Similar to web reg form for reporting problems to track & archive.
 - Use web reg form as a template – Drake.
 - Create ticket for help desk to track.
 - Distribute to appropriate end user for approval – certify datablock.
 - Designer – update notes datablock certified and user approved.
 - Chien will write up draft.
5. January 2011 ARGOS training.
 - Power user training.

API Development Issues:

1. Requires certificate for access.
2. Matt provide schedule to Chien
3. In place after November training.

Report Requests:

1. Same process as security approval – Drake & Susan.

Foundation Plan:

1. Donorwork export – follow up with Ron.

BDMS Plan:

1. Conversion kit
2. Platform ready by end of year.