

## **Foundation Weekly Meeting Minutes**

### **February 15, 2011, 9:00am-9:30am**

Attendees: Chien Shih, Jennifer Dirking, Joe Lampo, Robin Lyssenko, Kathy Nguyen, Ron Rayas, Tom Roza, Francis Ramirez, Laura Woodworth, Jim Clow, Jerrick Woo, Ngoc Nguyen, and Kari Elliott (note taker).

1. TST8 Conversion Process to TRNG8:
  - Robin started uploading the small tables February 14, 2011.
    - She is still working on the designation table; all the other tables are done.
  - Start loading into TRNG8 this week.
    - Need to test migration to TRNG8 one time.
    - Finish end of next week.
2. Donorwork Database Conversion:
  - Non-PIDM data ready to convert.
  - PIDM data almost ready to convert.
3. Technical Support from SGHE:
  - Need to identify who will be Tech consultant from SGHE.
    - Joe is requesting Lee Millen.
  - Will look into SIG for consultant if necessary.
  - Noelle Hylton is booked through May 2011.
    - Robin needs her onsite to help validate TRNG8 after upload.
    - Chien will look into.
4. Security Set Up In TRNG8:
  - Completed.
5. TRNG8 Testing:
  - Business Services & Finance would like an testing area that is able to refreshed frequently.
  - Will do the first couple of tests in TST8 before completing testing in TRNG8.

#### **Action Items:**

1. Status of Donorwork database conversion.
  - What tool to use.
  - Start loading.
  - Final clean up.
2. Begin meeting on a daily basis early March.