**Appendix H.2 - Comments Submitted by USDA Professional Standards Training Tracker Tool Workgroup Part 2**

**Professional Standards Training Tracker Working Group Meeting**

**Meeting Minutes**

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| **General Information** | |
| **Date:** | 4/12/16 |
| **Scheduled Time:** | 2:30 p.m. – 3:30 p.m. (EST) |
| **Actual End Time:** | 3:20 p.m. (EST) |
| **Location:** | Conference Line |
| **Purpose:** | This is the weekly status meeting to review updates, issues, and tasks for the PS Training Tracker project.      . |

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| **Roles and Assignments** | |
| **Meeting Organizer:** | USDA FNS |
| **Recorder:** | Timothy Cashwell (ITCON) |
| **Invitees:** | **USDA/FNS:** Kaushalya Heendeniya, Sheldon Gordon, Malinda Sands, Ebony James, Marci Shaffer-Hughes, Stephanie Means, Amy Frady, Darrick Butler, Shree Moody, Cheryl Johnson, Julie Obbagy, Lynne Varney, Marlene Stein, Sharon Walls, Teresa Motlas, Timikel Sharpe, Tazeen Chowdhury, Peter Cleary, Melissa Farris, Julie Bagg  **ITCON:** Cindy Hsu, Margot van der Vossen, Timothy Cashwell, Yirong Cheng, Mercedez Jenkins, Kotesh Chitimalla |
| **Attendees:** | **USDA/FNS:** Kaushalya Heendeniya, Amy Frady, Malinda Sands, Ebony James, Stephanie Means, Marci Shaffer-Hughes, Shree Moody, Cheryl Johnson, Sharon Walls, Peter Cleary, Melissa Farris, Julie Bagg, Marlene Stein, Teresa Motlas, Lynn Varney  **ITCON:** Cindy Hus, Yirong Cheng,Mercedez Jenkins, Kotesh Chitimalla, Timothy Cashwell |

**Agenda**

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|  | **Topics** | **Expected Outcomes** | **Discussion Leader** |
| **1** | Status Update | Provide update on Sprint 5 requirements and development. | Timothy Cashwell |
| **2** | Demo Wireframes and application functionality | Demo application to Stakeholders. | Timothy Cashwell |

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| **Minutes** |

- Status Update

* Per Timothy, he made changes to the Sprint 5 requirements based FNS feedback and sent it back to Kaushalya for signature.
* Per Kaushalya, she signed and post the Sprint 5 requirements on PartnerWeb.
* Per Timothy, Sprint 5 development started this week and it should be completed in two weeks.

- Demo Wireframes and Application functionality

* Timothy reviewed the Training Tracker mock-ups and functionality.
  + Per stakeholders, can the email address be pulled from eAuth?
    - Per Timothy, yes but the email field will be editable.
  + Per Marci, is e-Auth Level 1 or 2 needed to use the application?
    - Per Timothy, e-Auth Level 2 will be required because it is a required by the department.
    - Per Kaushalya, we will discuss this topic in another meeting.
  + Per Marlene, what if the training covers multiple topic areas? Do you count them twice? And are the trainings in 15 minute blocks?
    - Per Amy, the user should only be picking one topic area and they are in 15 minute blocks.
  + Per Amy, are the job titles correct?
    - Per Marleen, additional job titles should be added to identify food service workers that do not fall under the listed job titles (ex. FSA).
    - Per Cindy, can you filter suggested job titles through Kaushalya?
    - Per Marleen, yes we will send Kaushalya our suggestions.
  + Per Marleen, can you run a report on the whole district?
    - Per Cindy, yes users can run a report by district, type, city and user’s name.
  + Per Marleen, can we run reports by topic area?
    - Per Cindy, yes this can be done for the entire district.
  + Per Kaushalya, can you send us examples of reports that you want to be able to run?
    - Per Marlene, yes we will send over examples.
  + Per Kaushalya, do the school types look right?
    - Per Marlene, add Private School and Head Start (Early Childhood Education).
    - Per Timothy, we will make the change.

- Closing Remarks

* Per Timothy, we will add the discussed suggestions to the backlog.

**Action Items:**

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|  | **Description** | **Owner** | **Open Date** | **Due Date** | **Status (as of 4/14)** |
|  | Review and sign requirements | FNS | 4/5/16 | 4/8/16 | Completed |
|  | Send NAL training list | FNS | 4/5/16 | 4/30/16 | Pending |
|  | Send FNS job title and reports suggestion | Focus group | 4/12/16 | 4/15/16 | Pending |