



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

Professional Standards Training Tracker Working Group Meeting Meeting Minutes

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.

Roles and Assignments	
Meeting Organizer:	USDA FNS
Recorder:	Timothy Cashwell (ITCON)
Invitees:	<p>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</p> <p>ITCON: Cindy Hsu, Margot van der Vossen, Timothy Cashwell, Yirong Cheng, Mercedes Jenkins, Kotesch Chitimalla</p>
Attendees:	<p>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</p> <p>ITCON: Cindy Hus, Yirong Cheng, Mercedes Jenkins, Kotesch Chitimalla, Timothy Cashwell</p>

Agenda

	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



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:

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