

Tuesday, August 2

Continental Breakfast Served

8:00 – 9:00 Review of Updated Scope Document with Development Managers

9:00 – 10:00 Review of Budgeted Resources (technical) to Actual Needs

10:00 – 10:15 Break

10:15 – 12:00 Q&A time between two teams (questions shared before meeting if possible)

Noon – 1:00 Lunch

1:00 – 5:00 Joint Meeting between KRA subcommittee and FC (with break)

Goals for Day: *Finalization and agreement on updated Scope Document*
Transference of knowledge about resource needs and limitations
Thoughtful discussions about bridging resources vs. scope if they exist
Review of In-scope document from KRA and identification of any changes
Review of Out-of-scope document from KRA and identification of any changes
Relationship building with KRA

6:30 – 8:30 Dinner at John Robinson's home
FC Council and whoever is still in Phoenix from Technical and KRA teams

Wednesday, August 3

Continental Breakfast Served

8:00 – 9:00 Development documentation requirements

9:00 – 10:00 Testing scripts – review draft proposal on what testing scripts would look like

1. Establish testing procedures
 - a. Who will perform the testing?
 - b. How will bugs be logged and who will log them? Do we want a “testing coordinator” for each module or particular eDocs?
 - c. Service level agreement from development teams – build frequency, packaging bug fixes, etc.
 - d. Defining “bugs” vs “minor enhancements”
 - e. Signing off on bug fixes and releases

10:00 – 10:15

Break

10:15– 12:00

Three month brainstorming session on priorities by subcommittee

Goals for day:

Discussion about pros and cons of detailed documentation

Decision on level of documentation requirements for developers

Review and input on testing scripts

*Identification of priorities for subcommittees over the August 15 –
November 15 timeframe*