



Minnesota Counties Computer Cooperative

100 Empire Drive, Suite 201
St Paul MN 55103-1845

Phone (651) 917-6969
Fax (651) 917 6989
Website: mnccc.org

MCAPS Development Team Committee Minutes Conference Call June 30, 2011

Other members present:

Lisa Meredith (MCCC)

Mark Theobald (Docutech)

Matt Eiden (Docutech)

Andy Filo (Intertech)

Kathy Eiler

Voting Counties present:

Carver

Crow Wing

Itasca

Kandiyohi

McLeod

Olmsted

Polk

Rice

Rochester City

Roseau

Scott

Sherburne

Swift

Winona

The meeting was called to order at 1:46 PM. The demo was held prior to the meeting being called to order.

1. Review minutes/Approve agenda

M/Debbie Marshall, S/Judy Korbl to approve the June 16, 2011, minutes. M/Lori Collins, S/Debbie Marshall to approve the Agenda for this meeting.

2. Intertech Status Report

Andy reported that this iteration was completed on June 28 and the focus was on the Tools tab, document assembly, addressing all of the feedback from the conference, as well as bugs and issues. They successfully addressed changes to the Tools tab and changes to the 4.0 release based on feedback from the conference, continued work on reporting, and were able to complete several document assembly tests. The next iteration will be completed July 26 with the next demo on July 28. The next iteration will include document assembly, MNCIS integration, continue to work on reports, Matt will be working on notification tab, e-mail functionality, and some application permissions and configuration. We will be able to send e-mails out of MCAPS, but any e-mail in response will come to your e-mail inbox (not MCAPS).

3. Demo

The demo included changes that we created because of feedback from the conference.

4. Reminder to complete survey by July 1st

A reminder to the development team members to complete the survey by July 1 of the list of 4X items and their use of priority in your office. The results will then be sent to the development team members for discussion at an upcoming meeting.

5. Other

Currently, we are not able to file the grant reports as the online shutdown has already taken place. The reports will be filed as soon as this is up and running. The Executive Committee approved to keep Kathy employed for 8-10 hours a week. If additional hours are needed they will be addressed by the Executive Committee and paid out of enhancement funds. Mark is keeping Carrie and Matt on at his cost and if we are able, we compensate him from the grant for those hours.

6. Adjourn

M/Rhea Grove, S/Dan Carlson to adjourn the meeting. The meeting was adjourned at 2:03 p.m. The next meeting will be held by telephone conference on July 14, 2011, at 1:00 p.m.

Minutes respectfully submitted by Rhea Grove, Polk County