



Minnesota Counties Computer Cooperative

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MCAPS Development Team Committee

Minutes

Conference Call July 15, 2010

Voting members present:

Becky Larsen (City of Rochester)
Dan Carlson (Rice County)
Debbie Marshall (Crow Wing County)
Diane Roseen (Roseau County)
Judy Korbl (Kandiyohi County)
Kay Leeseberg (Hubbard County)

Lori Collins (Sherburne County)
Marilee Barrientos (Winona County)
Mike Nelson (Olmsted County)
Nancy McLean (Hennepin County)
Rhea Grove (Polk County)

Other members present:

Lisa Meredith (MCCC)
Carrie Shea (Docutech)
Mark Theobald (Docutech)

Dave Schueck (Intertech)
Kathy Eiler
Peggy Wilson (Itasca County)

The meeting began at 1:10 PM, but there was not a quorum of members so we were not able to approve the Test Plan, System Architecture or System Design as listed in the Agenda.

1. Intertech Status Report

The primary focus right now is the completion of the user feedback document and enhancement requests to determine how to handle each request and to update the document to reflect the action that is or will be taken for each item. David C. continues to work on the gap analysis for Hennepin County.

A major development effort was technical cleanup items targeted for July 9 and this was achieved.

The next steps will be to incorporate improvements from user testing, add more capabilities for criminal cases, and reduce detailed tabs from 18 to a manageable number to view all of the case information. The target date for completion of this is August 20.

Dave S. has applied some changes to the architecture after feedback from Hennepin County to include more detailed network information.

No feedback has been received about the System Design to date from BCA, but the BCA confirmed that they are reviewing it.

Carrie and Kathy met with Steve to review testing process and how you get from requirements to an effective set of test cases.

Data Migration Plan is currently being developed and will be distributed soon to MCAPS Development Team for feedback.

Dave S. and Andy completed the MCAPS Developer Profile which defines the skills and expectations that are considered required, and those that are preferred, for all MCAPS software engineers.

2. Questions/Comments on Test Plan

There were some questions/comments regarding e-charging/e-filing, submitting and receiving court notifications from MNCIS and whether it will be within scope or out of scope, VPN connections for MCAPS4, and costs for additional formal test cycles.

As far as getting your office ready for MCAPS4 and the IT requirements, three (3) MCAPS customers will act as Beta customers and their computers would have to be ready for testing in April 2011. Lisa will keep us posted as to the schedule of when counties will have to be ready for rollout of the rewrite.

3. Other

Dan mentioned that questions have come up from users regarding asking the County Boards to help with additional funds that may be needed for the rewrite and upcoming budgeting issues for counties. This is on the agenda for the next Executive Committee meeting.

Lisa mentioned that the quarterly reports have been filed with the BCA.

4. Adjourn

The meeting concluded at 2:02 p.m. The next meeting will be held by telephone conference on July 29, 2010 at 1:00 p.m.

Minutes respectfully submitted by Rhea Grove, Polk County