



Minnesota Counties Computer Cooperative

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MCAPS Development Team Committee Minutes Conference Call July 1, 2010

Voting members present:

Becky Larsen (City of Rochester)
Dan Carlson (Rice County)
Diane Roseen (Roseau County)
Heather Griesert (Mille Lacs County)
Jean Roper (Olmsted County)
Judy Korbl (Kandiyohi County)
Kay Leeseberg (Hubbard County)
Lori Collins (Sherburne County)

Marilee Barrientos (Winona County)
Nancy McLean (Hennepin County)
Rhea Grove (Polk County)
Robin Finke (Swift County)
Ryan McNamee (Carver County)
Shari O'Donnell (McLeod County)
Theresa Treptau (Hennepin County)

Other members present:

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

Dave Schueck (Intertech)
David Christianson (Hennepin County)
Kathy Eiler

The meeting was called to order at 1:05 PM.

1. Review minutes/Approve agenda

M/Diane Roseen, S/Shari O'Donnell to approve the June 17, 2010 minutes.

M/Marilee Barrientos, S/Lori Collins to approve the Agenda for this meeting with addition of the topics of Eaton Golden Testing results and Lisa will discuss documents that need to be approved under #4- Other.

2. Intertech Status Report

There is continued work on redefining use cases based upon BCA feedback and the user feedback document. Each of the use cases may be a candidate for updates with user feedback document. Kathy continues to work on putting the current use cases on Basecamp. Carrie will be working on the comments from the users feedback document to determine if they will be implemented into MCAPS4. A document listing the standardized case data lists was sent to the development team members for feedback.

The design document was distributed to Tom Miller at BCA, but feedback hasn't been received yet.

Matt, Mark and Andy are working on some technical cleanup tasks.

Steve and Dave distributed Test Plan to BCA and they had some feedback to the plan. Steve has incorporated the BCA feedback into the Test Plan. Steve has been working on a sample Test Specification and the Data Migration plan.

There were 6 people who participated in the usability tests at Eaton Golden.

The 18-month plan for July 2010 – December 2011 has been completed. Lisa will be meeting with Ryan and Dan on July 2, 2010, to discuss this plan.

Kathy is working on putting the current use cases on Basecamp.

3. Review Test Plan

Dave explained the Test Plan that was sent to the BCA and how it will work and what items will be in scope for this project. The plan for informal testing is to construct a QA environment that users would all be able to access remotely, be provided with specific instructions, and have junk data in it for the informal testing. There will be 3 counties that will be the “beta” customers to report bugs, ask questions, report issues. These 3 counties would have the software installed locally to do the testing and not through the QA environment. Development Team members were asked to review this test plan as it will be on the agenda for approval at the July 15 meeting.

4. Other

Eaton Golden Usability Test Results – Dave received a document that summarizes major items identified from the usability testing. Overall design acceptance was that users found it to be valuable and an improvement from the current version. Kathy will put the test result document on Basecamp. The counties that participated in the testing were Carver, Steele, Rice, Scott, Sherburne, and Isanti.

Lisa mentioned that that the design document, architecture document, and test plan document will need to be approved by the Development Team at our meeting on July 15, 2010, and then they will be given to the executive committee for approval.

5. Adjourn

M/Judy Korbl, S/Heather Griesert to adjourn the meeting. The meeting was adjourned at 2:06 p.m. The next meeting will be held by telephone conference on July 15, 2010 at 1:00 p.m.

Minutes respectfully submitted by Rhea Grove, Polk County