



Minnesota Counties Computer Cooperative

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MCAPS Development Team Committee Minutes Conference Call January 28, 2010

Voting members present:

Dan Carlson (Rice County)
David Walker (Freeborn County)
Debbie Marshall (Crow Wing)
Diane Roseen (Roseau County)
Heather Griesert (Mille Lacs)
Jean Roper – (Olmsted County)
Judy Korbl (Kandiyohi County)
Rhea Grove (Polk County)
Robin Finke (Swift County)
Ryan McNamee (Carver County)
Sara Reindal (Freeborn County)
Rachel Hallerman (Hennepin County)
Nancy McLean (Hennepin County)

Other members present:

Lisa Meredith (MCCC)
Carrie Shea (Docutech)
Mark Theobald (Docutech)
Dave Schueck (Intertech)
Kathy Eiler

The meeting was called to order at 1:02 PM

1. Introductions and Contact Information

Lisa Meredith called the meeting to order, introduced the participants, provided background information regarding the two grants (OJP and BCA) that will fund the MCAPS rewrite, and talked about the initial concept for the development team's role.

2. Selection of Co-Chairs or Chair and Vice-Chair.

M/Dan Carlson, S/David Walker to nominate Ryan McNamee as Chair. Motion carried unanimously. Since there were no other nominations as a co-chair, Ryan will find a co-chair to serve with him.

3. Selection of Recording Officer.

M/Dan Carlson to nominate Rhea Grove as recording officer. Motion carried unanimously.

4. Subject Matter Experts

Ryan and Kathy will put together a list of the MCAPS case types and Lisa will be sending out a survey to the Development Team Members (and then maybe to the full Users Group) to see how members can serve in certain case type as experts.

5. Task Assignments

At future meetings, Kathy Eiler will be presenting tasks that will need to be completed by Subject Matter Experts in case type areas. If there are any tasks that will be needed to be completed prior to our next meeting, Mark will e-mail them to Lisa and she will forward them onto the team members.

6. Other business

Lisa discussed how some decisions may overlap into the Executive Committee or Users Group. Dan Carlson and Ryan McNamee are on the Executive Committee and will report the progress of our team to the Executive Committee. Any cost issues will be handled by the Executive Committee. If there are any questions about which committee should be making a decision and the level of authority of the committees, we should contact Lisa Meredith.

Dave Schueck from Intertech advised the committee that he is already working with Mark on the system design, and Dan Anderson and Carrie have begun working on Use Cases. Dave and Mark plan to work on system design/documentation and actual programming on parallel, and hope to begin demonstrations as early as February/March.

Lisa advised that feedback is very important on this committee and if we have negative feedback that we could e-mail her and she would forward it on anonymously.

Lisa will be putting a list of team members and contact information together after the survey is completed.

7. Adjournment

M/David Walker, S/Dan Carlson to adjourn the meeting. The meeting was adjourned at 1:52 p.m. The next meeting will be held by telephone conference on February 11, 2010 at 1:00 p.m.

Minutes respectfully submitted by Rhea Grove, Polk County