

May 11, 2006

TO: K. Belcher, A. Boron, M. Fagan, J. Forrestal, N. Friedman, R. Hogrefe, P. McNamara, V. Nguyen, J. Servino

SUBJECT: Gen-1 Review Meeting Minutes for May 11, 2006

Absent: Greg Markovich, Phil McNamara, Ken Belcher, John Forrestal and Roger Hogrefe

- Jon Hawkins outlined the role of Project Manager
 - Provide technical guidance and facilitate communication
 - Provide balance between open discussion and focus on goals/objectives
 - Schedules
 - Global documents
- Jon Hawkins would like all the task leaders to have a copy of Microsoft Project on their computers.
 - Each task leader will need to provide schedules.
- ICMS
 - Would like to have all documents that will be created for Gen-1 into ICMS, using workflows, etc.
 - Will need to decide workflows.
 - Also need to decide and agree on the format of the documents, ex. headers, cover pages, etc.
- SOW Project Responsibility Matrix
 - Effective Project wide communication
 - ICMS workflow (formal, traceable)
 - PSS G1 Project Meetings
 - Possibly, hallway conversation (no formalization must be made from these, without meeting with the team).
 - Reviewed the responsibilities of the task leaders as described in the SOW.
- Plan for PLC Platform Upgrade
 - John Servino will not be able to start on anything until June 19, 2006.
 - Requirements Document: Jon Hawkins and Mike Fagan can begin working on this, and possibly have a rough draft within the next few weeks.
 - With regards to the Requirements Document, John Servino asked if we were taking into account the following:
 - How, why and what are our policies for testing?
- Chain independence Check (some questions)
 - Could be I/O check?
 - Do we need two validation documents? – yes, Chain A and B.
 - Do we want independent user requirement documents?