

2008-02-03 Shared Outcomes Meeting Notes

LLWG - Sharing Outcomes Meeting

Date: 02/03/2009
Time: 9:00-9:30 am
Location: 139 @
Maple

Invitees: Jean Gustafson, Stephanie Herrick, Butch Labrecque, Ned LaCelle, Benoit McNicoll, Chris O'Brien, Casper Vanwyk

Absent:

Topics:

- Review meeting with RJ
- Review SourceForge Repository
- Next Steps/Questions

Decisions Made	Impact	Action Required
Monitoring of the Trackers	Left to itself, we won't proceed; team will monitor Trackers and keep the repository moving forward	Review tracker in a timely manner (TBD?)

Action Items for Follow-Up:

Items	Who	Date Added	Due Date	Status
Add separate trackers for broad categories (ie, Project Management, Technical, Functional)	Chris	2/3/09	DONE	- Additional trackers added to SF project
Review Categories - what do we need? What's appropriate for each tracker?	Team	2/3/09	2/4/09	- Review each tracker - Propose/add appropriate categories
Enter sample LL	Stephanie	2/3/09	2/4/09	- Enter sample LL from STARS and SES
LLWG Repository Overview to PM group	Team	2/3/09	2/5/09	- RJ has blocked off 10-10:20 on Thurs 2/5 for a review of our Repository to the PM group - Plan is to have the PM group enter their latest project's LL and provide feedback regarding the Tool, Categories, etc
LLWG Sharing Outcomes meeting	Jean	2/3/09		- Schedule meeting for Team to further discuss feedback on Repository tool
LLWG larger group meeting?	Butch /Steph	2/3/09		- Communicate with the larger LLWG group regarding the changes to the repository
SF Discussion forum	Team	2/3/09		- Review how we could utilize the Discussion Forum

Quick overview of meeting (RJ, Jean, Chris):

- RJ has OK'd us to move forward using the PM group as "guinea pigs" for the LL Repository
- Short presentation to the PM group scheduled for 2/5
- Ask PM group to enter their latest project's LL - provide feedback

2/3 Team Discussion:

- Discussion about SF as the right tool
- Create separate LL trackers for broader categories
- Review sub-categories
- How can we start small, get feedback and then move outwards?
 - CIT IS PMs, CIT PMO, Jean's ILR group, ATSUS, NCS
 - Don't forget other non-project management groups
 - LL from Projects but also "ongoing" non-project management LL
- How can we get the word out about the Repository?
 - CPMM Project Initiation Checklist
 - LLWG larger group discussion
 - Communications via SIGs