Legacy Transcript Planning Meeting Agenda

Date/Time: March 7, 2019, 1:30 – 4:00 pm

Location: WebEx (see meeting invite for details)

# Project web site

<https://www.sbctc.edu/colleges-staff/it-support/legacy-applications/legacy-transcript-project/>

# Attendees List

Chris Russ, Edmonds

Cindy Mowry, Clover Park

Gail Winkelman, Grays Harbor

Janet Garza, Columbia Basin

Jerad Sorber, Grays Harbor

Joyce Nicholas, Renton

Karl Smith, Everett

Kathy Rhodes, Seattle

Kimberly Ingram, Centralia

Marlena Afereti, Highline

Sindie Howland, Spokane

Theresa Nording, Skagit Valley

Ruben Flores, SBCTC

Sandy Main, SBCTC

David Coffman, SBCTC

Greg Gamble, SBCTC

Marla Coan, SBCTC

Ryan Jackson, SBCTC

Not able to attend:

# Agenda

| Agenda Item # | Agenda Topics | Group Participation | Time |
| --- | --- | --- | --- |
| 1 | Welcome, meeting format | Informational | 1:30 – 1:40 |
| 2 | Review development approach | Informational | 1:40 - 2:00 |
| 3 | Define project scope  Be prepared to define the Legacy Transcript project, including scope (what is in and what is out) and goals.  *This information will be used for the Project Scope/Overview* | Discussion | 2:00 – 2:20 |
| 4 | Task 1 – Define users and external systems  Be prepared to identify types of users and external systems that will interact with the Legacy Transcript application.  *This information will be used for the context diagram, process flows and user stories* | Discussion | 2:20 – 2:40 |
| 5 | Task 2 – Define high-level user interactions  Be prepared to identify specific interactions users will have with the Legacy Transcript application and what information is exchanged with external systems.  *This information will be used for the context diagram, process flows, user stories and story maps* | Discussion | 2:40 – 3:50 |
| 6 | Meeting wrap-up   * General meeting feedback * Review next steps * Suggestions for next meeting | Discussion  Information  Discussion | 3:50 – 4:00 |

# Open Action Items

| Action Item # | Action Item (What) | Action Follow-up Owner (Who) | Action Status | Action Feedback\* (How) |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |

# Closed Action Items from Last Meeting

| Action Item # | Action Item | Action Follow-up Owner | Action Feedback |
| --- | --- | --- | --- |
|  |  |  |  |

Prepared by ..