

Date	11/19/2015	Time	1:30 – 3 p.m.
Location	Virtual		
Objective	Continue support agency review of the functional Cycle 1 Business Requirements and answer requirements-related questions.		
Attendees	Toni Estes (DMS), Chaunda Ford (DMS), Anne Rabon (DMS), Marvin Rumsey (DEO), and Lisa Simpson (DEO). Florida PALM Project Team: Eric Adair (DFS), Allyson Adolphson (DFS), Stanton Beazley (DFS), Mark Fairbank (DFS), Julian Gotreaux (DFS), Deb Gries (DFS), Robert Hicks (DFS), Janice Jackson (DFS), Brenda Lovett (DFS), Jeremy Martin (DFS), Deana Metcalf (DFS), and Angie Robertson (DFS).		
Attachments/ Related Documents	Cycle 1 Business Requirements – Agency Working Copy		

Topic	Facilitator	Allotted Time
Requirements Questions	Angie Robertson	1:30 – 3 p.m.
Notes: Q: Anne Rabon (DMS): After the requirements are entered in and DFS begins to digest the information, do you plan to meet with the agencies again at the beginning of 2016? A: Florida PALM Project: Our intention is to continue dialogue and knowledge transfer but from a requirements perspective have no plans to send back out to request agency feedback. We will make sure you have the requirements we use in the ITN. Q: Lisa Simpson (DEO): CSH 023 and 024 – the ending does not read just right but not sure how to correct. A: Florida PALM Project: Edited both of them to correct.		