

<b>Date</b>	11/13/2015	<b>Time</b>	3:30 – 4:30 p.m.
<b>Location</b>	Fletcher B103		
<b>Objective</b>	Monthly update meeting with MyFloridaMarketPlace Team and Florida PALM Project Team.		
<b>Attendees</b>	Eric Adair (DFS), Linda Allbritton, (DMS-Remote), Sean Cooley (DFS), Judson Freeman, (DMS), Charles Ghini (DFS), <del>Rez Ingram (DMS), Danielle Kosberg (DFS), Joanne Kriebberg-Wolin (AST), Kelly McMullen (DMS),</del> LeighAnne Payne (DMS), Anne Rabon (DMS), Angie Robertson (DFS), <del>Erin Rock (DMS),</del> Christina Smith (DFS), and Melissa Turner (DFS).		
<b>Attachments/ Related Documents</b>	N/A		
<b>Action Items</b>	<ul style="list-style-type: none"> <li>Judson Freeman to find meeting location at DMS for December 2015 meeting (scheduled for 12/08/2015)</li> </ul>		

- **Introductions & Agenda: Facilitated by Melissa Turner (DFS)**
- **Project Status: Facilitated by Melissa Turner (DFS)**
  - The Independent Verification & Validation (IV&V) vendor began onsite in August 2015
  - The Florida PALM Project Team and MyFloridaMarketPlace (MFMP) Team have met as various needs have arisen, and these overall Florida PALM Project and MFMP overview meetings will continue monthly
  - Several procurements for support services have been executed:
    - Outside Counsel for Procurement Support and
    - Outside Counsel for ERP support
  - One procurement related to a staff augmentation for Enterprise Architect support services was released and is currently in the interviewing stages
  - The Project has started collaborating with FFMIS Partners on the Project's Data Management Plan
  - Eric Adair, Systems and Data Strategies (SDS) Manager, has previously shared the Project's Architecture Principles (which will be included in the Data Management Plan)
  - A change in the Project's governance structure may be coming and MFMP may be invited to join the Project's Steering Committee
- **Functional and Technical Requirements Gathering: Facilitated by Melissa Turner (DFS)**
  - Agencies are encouraged to review and provide feedback on the Cycle 1 Business Requirements from October 12, 2015 through November 23, 2015
  - Kickoff meetings, Workgroup meeting, and Office Hours were all conducted to support agency requirements review activities
    - Last set of Office Hours are Thursday, November 19, 2015
  - The Project is requesting agencies focus on the "what" (capabilities) instead of the "how" (design) during this phase of the Project
  - In addition to the DMS agency requirements review coordinators, DMS has identified requirements review coordinators specifically for MFMP and People First
  - Agencies continue to show interest in collaborating with the Project

- The deliverable for the Cycle 2 Business Requirements is expected to be submitted in January 2016
- Agencies will be responsible for assessing impacts and coordinating efforts to either update or shut down their Agency Business Systems
- **Business Process Models: Facilitated by Melissa Turner (DFS)**
  - The Project is engaging with other public entities who have implemented ERPs like the City of Tallahassee, Florida State University, and Florida A&M University
  - Angie Robertson, Business Process Standardization (BPS) Manager, noted agencies continue to show interest in the policy-related items identified during BPS Level 1 and Level 2 activities and the appropriate DFS divisions will own the policy change processes with the Project team serving in a support role
  - Updates to the requirements and process models are being driven by agency engagement and feedback
  - DFS and DMS will need to coordinate a future meeting to continue previous discussions for the DMS EDI approach and interfaces
  - Data retention, data warehousing, and data reporting will need to be considered for agency reporting and FACTS
- **Open Discussion/Future Meeting Agenda(s): Facilitated by Melissa Turner (DFS)**
  - Next meeting may discuss EDI-related items and will be at DMS