

Date	03/09/2016	Time	10 – 11 a.m.
Location	Department of Management Services 4050 Esplanade Way, Room 360K		
Objective	Florida PALM Project Update		
Attendees	Eric Adair (DFS), Linda Allbritton (DMS) , Sean Cooley (DFS), Judson Freeman (DMS), Charles Ghini (DFS) , Lisa Hopkins (AST), Roz Ingram (DMS) , Danielle Kosberg (DFS) , Joanne Krieger-Wolin (AST), Kelly McMullen (DMS), LeighAnne Payne (DMS), Angie Robertson (DFS), Erin Rock (DMS) , Christina Smith (DFS) , Melissa Turner (DFS), and Bob Ward (DMS)		
Attachments/ Related Documents	N/A		
Action Items	None		

- **Welcome: Facilitated by Melissa Turner (DFS)**
 - Introductions
 - Lisa Hopkins (AST) will be replacing Shelley McCabe (AST) as the Project’s Agency for State Technology Oversight liaison

- **Project Status: Facilitated by Melissa Turner (DFS)**
 - Monitoring legislative changes for the upcoming fiscal year, including a new proposed governance structure
 - Expecting a budget release today for the Project Management Plan (PMP) that was submitted in July 2015
 - Funds will be used to pay overdue invoices and associated interest
 - Proposed governance structure is being proactively adopted by the Project
 - Meetings will be publicly noticed
 - Members must review/approve all solicitation-related materials
 - Voting membership is made up of the following members:
 - DFS Chief of Staff as the Executive Sponsor/Chair
 - One DFS Division of Information Systems representative
 - One DFS Division of Treasury representative
 - Four DFS Division of Accounting and Auditing employees, each with experience relating to at least one of the four main components of FLAIR
 - Two EOG employees, one with LAS/PBS experience
 - One DOR employee with SUNTAX experience
 - Two DMS employees, one with People First experience and one with MFMP experience
 - Three agency administrative services directors, one from a regulatory and licensing agency and one from a health care-related agency
 - Finalizing the Cycle 2 Business Requirements based on agency feedback. The Project will be posting the comments and associated feedback from all agencies on our website in the coming weeks. The feedback posted to the website will not identify the agency. However, each agency will be receive individual feedback provided by their agency requirements review coordinators.

- Developing Cycle 3 Business Requirements for the upcoming Software and System Integrator (SSI) Invitation to Negotiate (ITN)
 - Payroll-related requirements will be included
 - Budget-related requirements may be modified
 - Currently planning on how to collaborate with People First and agencies based on these updates to the requirements
- Legislative proviso may postpone the SSI ITN release to be released no earlier than November 1, 2016
- Eric Adair (DFS) continuing to work on the Project's Data Management Plan (DMP) and will share with all FFMS partners as appropriate
 - DMP is focused on financial-related data and not all State enterprise-level data
- **Open Discussion/Future Meeting Agenda(s): Facilitated by Melissa Turner (DFS)**
 - Next meeting is April 6, 2016 at DFS