2019-06-05 ERM Delivery Weekly Update

Meeting Details

Date	05 Jun 2019
Time	09:30am ET, 2:30pm UK, 3:30pm Germany
Location	Video Call in FOLIO Slack: #erm-developers

Participants

- Ian Ibbotson
- Jag Goraya
- John Allen Fereira
- Kurt Nordstrom
- Mark Deutsch
- Martina Schildt
- Martina Tumulla
- Owen Stephens
- Steve Osguthorpe
- *@mention a person to add them as an attendee and they will be notified.*

Apologies

- Benjamin Ahlborn
- Claudia Malzer
- Felix Hemme

Goals

- Overview of Phase 3 plan

Discussion items

Time	Item	Notes	Action Items
<5 mins	Introductions	- Attendees / Apologies - Upcoming Availability	
35 mins	Phase 3 Overview Backlog Notes	Renewal / Cancellation Workflow - Business goal of the deliverable functionality is to inform the decision to renew or cancel - What is the information needed to make the decision? (typically cost and usage, rather than content) - What is the point in the agreement lifecycle at which the decision is to be made? - How is the user notified at the appropriate time? - What decision record is kept? - Some aspects of *comparison* may be part of renewal workflow - Also, what are the consequences of cancellation? Package comparison - same package over time (snapshot comparison?) - across different packages - across different packages across agreements Track/manage changes - what has moved in or out of this package?	- Jag, Ian, Owen looking at initial plan for requirements / technical gaps on Thu 6 June - F2F meeting in Washington gives an opportunity to clarify some of the more complex / involved workflows (such as renewal/cancellation)
15 mins	Sprint 65 Progress / Exceptions	- Delivery of sprint backlog is on track - Critical path for testing ahead of Q2 release deadline is ERM-245 (tenant bootstrap improvements), but this is not a concern at the moment. - Owen has capacity for QA on Friday	- ERM-265 (JSON export) to take priority - ERM-215 (KBART export) to be removed from sprint - ERM-185/ERM-185 (file uploads) to take priority over date/time bugs (ERM-189/ERM-262)
5+ mins	AOB	- Sheffield Developer Gathering 15-19 Jul - schedule link - Next dev call is combined Sprint 64 & 65 Retrospective: - add details link	☑ Ian Ibbotson to make hotel suggestions for Sheffield - missing some confirmations needed to finalise venue booking - please add accommodation details to schedule