

<b>Project:</b>	<b>EAMS ACCESS SFTP SOLUTION</b>
<b>Meeting:</b>	EAMS Access SFTP Solution Technical Requirements Meeting
<b>Date-Time-Location:</b>	February 11, 2010 1:00PM – 4:00PM Conference Room 9
<b>Invitees:</b> <i>(attendees in bold)</i>	Andrea Coletto, Brenda Ramirez, Brian Schwabauer, Camilla Wong, Carolyn McPherson, Dale Clough, Dan Jakle, Danny Teklehaimano, Denise Spelzini, Denise Yip, Dr. George Rothbart, Eric Knight, Gary Gallanes, Gina Gariitson, Jake Greenwell, Joel Hecht, Jose Gonzales, Joshua Bright, Julia Burns, Justin Geiger, Katherine Borlaza, Kim Lincoln-Hawkins, Linda Atcherley, Lorie Kirshen, Marc Glaser, Margo Hattin, Martin Dean, Matt Herreras, Oleg Katz, Paul Defrances, Pete Harlow, Renee Sherman, Richard Brophy, Ron Weingarten, Ryan Hitchings, Sandy Trigg, Sean Blackburn, Steve Cattolica, Tara Lewis, Yvonne E. Lang, CKV Sa, Talat Khorashadi, Robert Gilbert; Dave Cohen;
<b>Optional Attendee:</b>	
<b>Facilitator / coordinator:</b>	Robert Gilbert
<b>Next scheduled meeting:</b>	Feb. 16, 2010

1. Review of minutes from last week
2. Updated terminology list is being worked on. Robert will distribute as soon as possible.
3. Agenda Items
  - a. Submitted questions/comments and responses to comments reviewed. A written document with the comments and responses will be distributed by e-mail
  - b. Items from previous meeting:
    - i. ok to file in either sftp or OCR and e-file if e-file participant (e-filers can only file on own behalf)
    - ii. With requirement re number of attachments – there will be no set limit
  - c. Business requirements memo read and distributed (by Chuck Ellison)
    - i. Can there be a business requirement that filing is accepted in order so first filed goes in first? We will process batch as sequenced. If put in single payload, they will error out. Wait for acknowledgement, need case number, so can them file DOR. Batches run every 2 hours, except after 8 p.m. before 6 a.m. Suggestion: if have transaction number, require transaction number in order to file next.
    - ii. Correct memo to state: Itemized billings for liens, not statement
    - iii. Software certification – want to certify vendors for attachments so attachments are consistent – how it will get done is tech issue
    - iv. Pdf format – should be readable, searchable, achievable. There are multiple solutions. pdf-a Does ADA require readability? It's just an issue we want to alert group to.
  - d. Archival standards – what is cite and status
  - e. Kathy and Joel presentation regarding how filing currently works: Every transmittal in an individual case. Document cover sheet is the beginning doc that says it's for one case (will be in header) and what will follow. Separator

sheet – identifies the document that follows it. In e-filing, any attachment must be scanned in.

C&R (same as stip with request for award): coversheet asks if it is a new case and if will be a walk-through. Separator sheets between each document.

- f. CKV – presentation packet, payload, transaction, forms
  - i. Diagram representation re how schema will be designed – handout
  - ii. Packetid: consider unique number for each vendor with sequential numbers following. Packet initiates from sender. Can put packet id in file name.
  - iii. Use cases can contain multiple use cases. CKV will note this. CKV will reorganize use cases so they are chronological. 3.1 are the high level requirements for EAMS access from appendix B. For each requirement, went through business rules (3.1.1 derived from Appendix C – removing duplicates ). Appendix C lists all use cases written. In C, 35 use cases for high level requirements. CKV will try to alter as discussed. – high level requirement number
  - iv. “Use case” means something that must be accomplished by EAMS
  - v. Software certification must be added as a use case
  - vi. UC 20 – something we must build is a deliverable not a use case. May update error codes
  - vii. UC 4 - A: UC 3 is filing acknowledgment, UC 4 is after the batch – could be “summary”