

Meeting Summary

Functional Area: Administer Infrastructure

Meeting: Workshop -- Process Mail

Date: 06/13/2007

Location: Room 505



Meeting called by: Nancy Saunders, with Jamie Habecker, Cindy Sussan

Attendees: Karen Hughes, Mike DePhillip, Mike Farnsworth, Marie Greenberg, Will Burke, Nancy Dougherty, Jamie Habecker, Cindy Sussan

Absent: Theresa Gonyo, Nancy Nolde, Mike Worthington, Bridget King-Washington, Nick Danforth, Chuck Wandling, Ron Giddings, Dave Brown (reassigned)

Session Goals and Objectives:

1. Validate Mail Process Activities
2. Create Narratives for Each Process
3. Identify and Document Domain Objects (our "nouns")
4. Identify and Document Requirements

Summary:

Nancy opened the session, giving a status of the proposed POCs. She is scheduled to present the proposal to the Oversight Committee on the 19th.

The team reviewed the benefits of the 5 characteristics documented at the last workshop, clarifying and adding benefits. Cindy will incorporate these additional benefits into the existing document of benefits identified by ASA, and will distribute the combined document to the team, along with the link to the complete benefits document on the intranet. We will document more benefits as they surface.

Jamie explained the "triangular approach" we will be using to document our business processes in Enterprise Architect. We will identify/name scenarios, identify requirements, and define domain objects for each process. As we document in the software, the processes will be available for all team members to review, and to use as a basis for moving forward.

We developed the scenario narratives, requirements and domain objects for Process Regular Mail : Receive Mail, Stage Unopened Mail.

To Do:

Will Burke will be emailing reference material for Process Management to all members of the team. Please review the documents and we will discuss next week.

Plan for Next Session:

Discuss reference materials for Process Management that Will distributed.

Review Process Mail narratives, requirements and domain objects for Process Regular Mail: Receive Mail, Stage Unopened Mail.

Continue Process Regular Mail narratives, requirements and domain objects for Process Mail: Open Mail, Scan Bar Code, Deliver Mail.