

**MEETING MINUTES
FMS WEBSITE CONVERSION R.1
FINANCIAL MANAGEMENT SERVICE**

DATE(S): August 26, 2008 - September 5, 2008

ATTENDEES: Steve Wiley, An Dang, Sandra Tucker, Cindy Nguyen, Max Dolinsky, Mahmoud Khan, Jessica Martin, Sharonda Dilworth, Anthony Pho, Charlene Geresbeck, Bill Colleary, Janie Barnes, Terri Dickens, Kamilla McNeill, Mary Rascoe

ASSIGNMENTS:

	Assigned To	August 26 - Description	Due Date	Completed
1.	An Dang	Provide the File Format List (listed in the drop down list next to the File Format header label on the Advanced Search page). <i>This has been inserted into the Advanced Search BRPS.</i>	N/A	August 26, 2008
2.	An Dang	Research how many auto fill suggestions in the drop down list appear before the scroll bar is displayed. <i>This has been inserted into the Basic Search BRPS.</i>	N/A	August 26, 2008
3.	An Dang	Provide the extra criteria that is used when editing Popular Search Results. (Google returns a list of popular searches based in their requirements.) <i>This has been inserted into the Advanced Search BRPS.</i>	N/A	August 27, 2008
4.	Mahmoud Khan August 26, 2008	Question: How are we going to test search functionality within the test environment? Answer/Key Decision: We can test against production in the test environment and do not have to change the links. <i>Received confirmation from Kevin Drummond.</i>	N/A	August 27, 2008
5.	Steve Wiley	Provide the major program list in the drop down list (located on the search page next to the "in" label). <i>This has been inserted into the Search Results BRPS.</i>	N/A	August 27, 2008
	Assigned To	August 27 - Description	Due Date	Completed
6.	An Dang Steve Wiley August 27, 2008	Discuss security of logging into several applications in the FMS Website (www.fms.treas.gov/webservices) <u>Participants:</u> An Dang Max Dolinsky Steve Wiley Mahmoud Khan Kevin Drummond Jack DeGrange Tracey Teston	N/A	August 28, 2008

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		<p>Recommendation by K Drummond: Two separate URLs: one for protected content and one for unprotected content.</p> <p>The URL for the protected content would display the security login popup window and would display all buttons. The URL for the unprotected content would not display a security login popup window and would only display buttons available to the public.</p> <p><i>The website will remain the same. The secured links will need a password.</i></p>		
7.	Mahmoud Khan	<p>Find out if SSH 2.0 is still used to change passwords.</p> <p><i>SSH 2.0 will no longer be used.</i></p>	N/A	August 27, 2008
	Assigned To	August 28 - Description	Due Date	Completed
8.	Max Dolinsky	When an unauthorized user tries to access a secure application, what does Siteminder do?	N/A	This issue will be addressed in the Design Phase.
9.	An Dang/ Angela Robinson	<p>Create a help page for the help button on Manage Subscription page.</p> <p><i>Information was given to Terri Dickens by An Dang. Information was forwarded to start process.</i></p>	N/A	August 29, 2008
10.	Max Dolinsky/ Mahmoud Khan	Should the Close button on Subscription Management page be a log off button or just a close button, based on single sign-on functionality?	N/A	This issue will be addressed in the Design Phase.
11.	Mahmoud Khan	<p>Reword the business rule for Delete Subscriber in line 3 of Subscription Administration</p> <p><i>Rule reworded in the BRPS.</i></p>	N/A	August 29, 2008
12.	Mahmoud Khan	<p>Add Project Requirement: Data Conversion</p> <p><i>Completed by Mahmoud Khan.</i></p>	N/A	September 9, 2008
13.	Mahmoud Khan	<p>Assign people to do Web Page Inventory and Nav Flows</p> <p><i>Mahmoud assigned people for these tasks.</i></p>	N/A	August 29, 2008
14.	Steve Wiley	<p>Definitions of Page, Section, Mailing List, Records</p> <p><i>Information entered in the Glossary/Acronyms document. (V:\Documents\FMS Website Conversion\GLOSSARY AND ACRONYMS INDEX.doc)</i></p>	N/A	August 28, 2008
	Assigned To	August 29 - Description	Due Date	Completed
15.	Cindy Nguyen	Create alternate prototype for section title; one section- the full title.	N/A	August 29, 2008

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		<i>Prototype created.</i>		
16.	Cindy Nguyen	Modify the prototype to include 'Unassign' table.	N/A	August 29, 2008
		<i>Prototype updated.</i>		
17.	Cindy Nguyen	Modify prototype to remove ID column from display and rearrange columns. Order of columns should be: Page Title URL Active Actions	N/A	August 29, 2008
		<i>Prototype created.</i>		
18.	Cindy Nguyen	Sub headers – should not display ID. Display page title.	N/A	August 29, 2008
		<i>Prototype updated.</i>		
19.	Cindy Nguyen	Section titles within the tables will be anchors for respective page tables.	N/A	August 29, 2008
		<i>Prototype updated.</i>		
20.	Terri Dickens/ Kamilla McNeill	Update BRPS - Sections will be sorted alphabetically by section titles.	N/A	August 29, 2008
		<i>BRPS updated.</i>		
21.	Terri Dickens/ Kamilla McNeill	Update BRPS - Pages sorted by alphabetically by page titles.	N/A	August 29, 2008
		<i>BRPS updated.</i>		
22.	Terri Dickens/ Kamilla McNeill	Change link from Add/Delete E-mail lists to Add/Delete Subscriptions	N/A	August 29, 2008
		<i>BRPS updated.</i>		
23.	Mahmoud Khan	Which screenshots should be replaced in the BRPS.	N/A	This issue will be addressed in the Design Phase.
	Assigned To	September 3 - Description	Due Date	Completed
24.	Terri Dickens/ Kamilla McNeill	Add description title for main page.	N/A	September 3, 2008
		<i>BRPS updated.</i>		
25.	Terri Dickens/ Kamilla McNeill	Add system errors 23 and 24 to the Subscription Reports.	N/A	September 3, 2008
		<i>BRPS updated.</i>		
	Assigned To	September 4 - Description	Due Date	Completed
26.	Max Dolinsky Mahmoud Khan	What are the implications in displaying the error message "Function Disabled" when right clicking on anything on the page? Should this be placed on the parking lot?	N/A	This issue will be addressed in the Design Phase.
27.	Mahmoud Khan	How will the email notification page be tested?	N/A	This issue will be addressed in the Design Phase.
	An Gang	Come up with an official title that will replace the	N/A	This issue will be

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	Janie Barnes Steve Wiley Mahmoud Khan	Web Services Branch and identify the contacts of that group. Will it go to the FMS Help Desk?		addressed in the Design Phase.
28.	Group Discussion	Confirm when the archive, publish and schedule links should appear on the DTS File Upload Page. <i>This has been entered in the BRPS.</i>	N/A	September 5, 2008
29.	Mahmoud Khan	Archiving: what is the time frame? (Confirm with Mary) <i>The time frame has been entered in the BRPS.</i>	N/A	September 5, 2008
	Assigned To	September 5 - Description	Due Date	Completed
30.	Mary Rascoe	Do files only have the numbers 00 and 01 behind them? (Not 02, 03, etc..) <i>Yes, we would need to add greater than 01 on the end of our files (i.e. 02,03,04)</i>	N/A	September 8, 2008
31.	Mary Rascoe	Provide list of users who get the email about publication errors. (For example: "It's after 4:00pm and the DTS files for 7/22/2008 have not been uploaded.") <i>List of users are: To: "Carolyn Culver" <Carolyn.Culver@fms.treas.gov>, "Mary Rascoe" <Mary.Rascoe@fms.treas.gov>, "Sandra Pinkney" <Sandra.Pinkney@fms.treas.gov>, "Leroy Larkins" <Leroy.Larkins@fms.treas.gov>, "Benjamin Bohannon" <Benjamin.Bohannon@fms.treas.gov> cc: "An Dang" <An.Dang@fms.treas.gov>, "Janie Barnes" <Janie.Barnes@fms.treas.gov>, "Janie Barnes" <barnes20774@msn.com></i>	N/A	September 8, 2008
32.	Terri Dickens	Change days in BRPS to "business" days. <i>BRPS updated.</i>	N/A	September 9, 2008
33.	Cindy Nguyen	Take out line in the DTS archive table "Daily Treasury Statements Comprehensive Listing for Fiscal Years" and place it at the top of the page.	N/A	This issue will be addressed in the Design Phase.
34.	Mary Rascoe	Change wording of text, "More complete listing of back issues are available on the World Wide Web at Federal Depository Library Information EXIT (maintained by Library Program Services Division of GPO)." <i>This working should be completely removed.</i>	N/A	September 8, 2008
35.	Mahmoud Khan, Jessica Martin, Sharonda Dilworth	Rename files based on Webpage Inventory <i>To be completed September 11, 2008</i>	N/A	Est. September 11, 2008
36.	Mary Rascoe	Are we going to display the description column	N/A	September 8, 2008

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		for the DTS report page? <i>The column can be deleted.</i>		
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Key Decisions:

- 1. Internet Explorer will be the application to view the FMS Website.
- 2. On the Home page, everything will not be tested. The only testing will be on the functionality of the application.
- 3. SSH will not be used. Siteminder will render this issue mute. BRPS will be updated accordingly.
- 4. A page can only exist in one section at a time. (Subscription Management)
- 5. Twenty (20) records from the Subscription and Notify Log table will be migrated for testing during Release 1.
- 6. Delete the abbreviations (which are now the section titles). The full name will be the section title.
- 7. There will be no **schedule** link. The **schedule** link will be replaced with text, "Scheduled at 4:00p.m."