MINUTES

FRED Developers/Project Call

April 25, 2012

**Agenda:**

1. Comments on FRED Project Management Call 4/6

2. Comments on FRED Project Country Coordination Call 4/9

3. FRED funding status

4. Rwanda workshop

5. Project Plan Draft

a. Outline - Deliverables and Technical Solution components

b. Contributors for sections

c. Submitted sections

d. Participating organizations & representatives

e. Timeline and milestones (look at new and old included in 0.4)

6. User stories draft

**Discussion Topics:**

1. Comments on FRED Project Management Call 4/6
2. Comments on FRED Project Country Coordination Call 4/9
   1. Fredrik – Decided we wanted to get a Kenyan and Tanzanian group involved. To get them involved we wanted to create a facility registry document, that’s where the FRED Intro Script we are looking at comes in. We want to use a document like this to get interest from countries. Paul sent some emails out to the different groups. Ed has sent to Tanzania group.
3. FRED funding status (Kelly)
   1. Kelly – Have approval from PEPFAR for funding the project, waiting on contracts to be drawn up. Working on defining the statements of work with subcontractors, (Columbia Univ., Dimagi, DHIS, and Mohawk).
4. Rwanda Workshop (Fredrick)

a. Fredrick – Critical thing for workshop is to have the right topics for the workshop and the audience.

b. Matt – We have a great working example, RHEA. Need to nail down other functional requirements, what API does and finalizing those details. Think workshop would be helpful for this. Is this in relation to Shaun’s workshop?

c. Rowena – Would be helpful to set tentative dates. Start getting interested parties in a beginning session of what is happening in Rwanda, then session for country feedback on their needs and requirements.

d. Fredrik – Right before or after Cape Town Summit, week of May 21st or June 4th might be a good time since a lot of people will be over there. Need to nail down a date. Rwanda seems to be the most logical location.

e. Liz – I can check with Richard to see if he can host you in Rwanda if I know what weeks you are thinking. I thought that Mike and Richard were thinking July and wanting everything in country to be in good shape for workshop/countries visit.

f. Derek – Coordinating a facilities registry for each country is going to be more social workings than technical. Think it is important to see when the other countries can attend and not worry as much about the technical people.

1. Project Plan Draft (Kelly)
   1. Outline - Deliverables and Technical Solution components
      1. Kelly – Have assigned those who we are subcontracting to. Others we would like to see who would like to volunteer for what.
      2. Andrew – Client and Consumer applications I believe will tie into some training work at facilities that I will be doing.
      3. Fredrik - Client and consumer operations will be an add on later to the core service.
      4. Kelly – Biggest hole to fill is functional requirements documentation (use cases, personas, and work-flows).
      5. Ed – Suggest using the Rwanda story to fill in the gaps for use cases, personas, and work-flows. Work flows from country you will want to just note the process because processes may not be relevant in other countries.
      6. Kelly – Believe country onboarding will fill in as time goes on.

b. Contributors for sections

c. Submitted sections

d. Participating organizations & representatives

i. Kelly – Discussed with Lorinne who is on the list but looking for people to help define their roles.

ii. Fredrik - Maybe we can talk about this list and slip people into roles.

iii. Andrew - Can see USAID Deliver as a user and provider.

iv. Kelly - will come up with participation that is more specific about the roles.

e. Timeline and milestones (look at new and old included in 0.4)

1. Fredrik – We will have talk with Matt, Ed, and anyone else who wants to join tomorrow over the details of technical side of the schedule.
2. User Stories Draft - FRED Intro Script (Ed)

a. Fred - Want to use this script as a starting point for in-country discussion about facility registries, used by RHEA project. Idea is to get a story around the facility registry component to share

b. Ed – On Paul’s request I shared with Sherry Fuller, leading a team going to Tanzania this week, and she said it was good for what she needed. Also sent the stories link to Sherry.

c. Andrew – Have a contact for Tanzania that I could put in contact with Sherry Fuller.

d. Fredrik – Need to now do the same thing for the Kenya group and then we can follow these groups in.

e. Andrew – See similarity to the desired flow in Kenya. It is much more maintained with the MoH in Kenya so there is some politics. Tom (CDC), Washington (USAID), & Martin (MoH).

f. Kelly – Will follow up with Andrew on the list of contacts on the project plan.

g. Andrew – The diagram in the stories link is good. Would be nice to have an as is (before) and a to-be (after) diagram to help explain which links are actually suggested to be automated.

h. Rowena – Will add more about who the participants should be to flush out decision makers, frontline, clinical, etc.

1. Technical Discussion (Matt)

a. Matt – Need the go ahead to start building and what the API should look like. Think we should have something up and working in a couple months after that.

**AOB:**

Liz – Would like to schedule this call as recurring if possible.

Fredrik – Would prefer having it every other Wednesday.

**Action Items:**

* Liz will check with Richard Gakuba on dates for Rwanda to host workshop.
* Kelly will come up with participation that is more specific about the roles.
* Lorinne will set up the next meeting.

Meeting concluded at 10:38am.

**Attendees:**

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| **Name** | **Organization** | **Name** | **Organization** | **Name** | **Organization** |
| Fredrik Winsnes | NetHope | Rowena Luk | Dimagi | Bob Jolliffe | DHIS |
| Kelly Keisling | NetHope | Derek Ritz | Consultant | Matt Berg | MVP |
| Ed Jezierski | InSTEDD | Nancy Gabor | Consultant | Andrew Inglis | JSI |
| Jamie Thomas | Regenstrief | Liz Peloso | Consultant | Justin Fyfe | Mohawk College |