



Department of Emergency Services
Division of State Radio
 Computer Aided Dispatch Project

Meeting Minutes

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| Meeting Title | CAD Weekly Progress Meeting | Time | 14:30 to 15:30 |
| Date | 24 March 2008 | Place | Fraine Barracks, DES Conference Room |
| Facilitator | Christy Smith | Call-In # | N/A |

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| Accept/Reject: | | Date: | |
|-----------------------|--|--------------|--|

Invitee List:

1. Russ Timmreck
2. Larry Ruebel
3. State Radio Supervisors
4. Carrie Oswald
5. Sarah Keney
6. James Boehm
7. Jim Crow
8. Pam Schafer
9. Gorden Christensen
10. Justin Data
11. Christy Smith

In Attendance:

1. Larry Ruebel
2. Rosalie Doerr
3. Brian Sauter
4. Carrie Oswald
5. Jim Crow
6. Christy Smith
7. Justin Data

| # | Agenda Item | Time Allotted | Presenter or Moderator |
|---|--------------------------------------|---------------|------------------------|
| 1 | RFI Project Plan Review | 30 | Christy Smith |
| Discussion: <ul style="list-style-type: none"> ▪ Add Dave Kleppe to SIEC group ▪ Add 4 SR Supervisors to Technical Group | | | |
| 2 | Follow up from previous action items | 15 | Technical Group |
| Discussion: <ul style="list-style-type: none"> ▪ Provide final stakeholder list to Christy Smith (Larry) <ul style="list-style-type: none"> ○ Complete ▪ Invite supervisors to future weekly progress meetings (Christy) <ul style="list-style-type: none"> ○ Complete ▪ Distribute web link to stakeholders for review of core requirements and technical questions (Christy/Larry) <ul style="list-style-type: none"> ○ Complete ▪ Review and sign-off of the RFI Project Plan (Team) <ul style="list-style-type: none"> ○ Christy will revise the Project Plan, re-distribute to the team, and review with Russ and Larry later this week ▪ Bill took an action item to look at vendors that are ESRI partners <ul style="list-style-type: none"> ○ Christy to follow up with Sam Stoxen on the status of Bill's action items. ▪ Bill took an action item to have Jeff Vining follow up with us to talk more about Records Manager and GIS integration. Jeff is with Gartner, based out of Washington DC <ul style="list-style-type: none"> ○ Christy to follow up with Sam Stoxen on the status of Bill's action items. | | | |

(Continued)

- Finalize core requirements after stakeholder review / feedback
 - Feedback is due on Friday (3/28/08)
 - Final core requirements will be established and prioritized in the next Weekly Progress Meeting (3/31/08)

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| 3 | Discussion of new issues & concerns | 5 | Technical Group, Supervisors |
| | ▪ | | |
| 4 | Discussion of new Action Items | 10 | Technical Group, Supervisors |
| | ▪ | | |

| # | Action Item | Assigned To | Due Date |
|----|---|---|----------|
| 1 | Revise the Project Plan, re-distribute to the team, and review with Russ and Larry | Christy Smith | 3/27/08 |
| 2 | Sign-off of the RFI Project Plan | Russ Timmreck | 3/28/08 |
| 3 | Christy to follow up with Sam Stoxen: Bill took an action item to look at vendors that are ESRI partners | Bill Clark (Gartner) | 3/28/08 |
| 4 | Christy to follow up with Sam Stoxen: Bill took an action item to have Jeff Vining follow up with us to talk more about Records Manager and GIS integration. Jeff is with Gartner, based out of Washington DC | Bill Clark (Gartner) | 3/28/08 |
| 5 | Finalize core requirements after stakeholder review / feedback | Technical Group | 3/31/08 |
| 6 | Distribute final core requirements to stakeholders | Christy Smith | 3/31/08 |
| 7 | Executive Committee / LPO Review of RFI | Executive Committee, LPO, Technical Group | 4/11/08 |
| 8 | Sign-off RFI | Russ Timmreck | 4/14/08 |
| 9 | Set up RFI for issue | Jackie Bosch | 4/15/08 |
| 10 | Issue RFI for 14 days (4/16 – 4/30) | Christy Smith | 4/30/08 |