

WORKING LEVEL MEETING – RECORD OF DISCUSSION

Partner	Date & Time	Location
SSC	2021-02-25 08:30	MS Teams

PARTICIPANTS	
NAME	REPRESENTING
Martin Viau	EUSD / SSC
Scott Loney	ESS / SSC
Paul Régimbald	ESS / SSC
Yvon Laporte	NSDS / SSC
Antonia Caruso Mazzarello	NSDS / SSC
Rick Kenny, Chair	NSDS / SSC

DISCUSSION		
#	Document / discussion points	Assigned to
1	Record of Discussion – previous meeting <ul style="list-style-type: none"> “Way forward” document (Monika Kumari) for this week. 	
2	Issue Tracking Log – “Observations Log” posted on GCpedia HCCS Updates page <ul style="list-style-type: none"> New issue - "Enhanced Summary Queue Report" – to be added to ITL and sent to IBM for investigation. (<i>Added as issue SSC-0225-01.</i>) 	Antonia
3	OOTB Reports Log – not available this week; to be provided next week. <ul style="list-style-type: none"> 8 (most frequently used) of 38 OOTB reports tested & accepted; EUSD team will turn attention to testing the other 30 reports; 1 of 4 IBM-SO reports fails. (See item 2.) 	Martin
4	Custom reports Log – not applicable <ul style="list-style-type: none"> No customer reports created by partner (TBC by partner). 	Martin
5	Risk Register – no updates.	
6	GCXI Migration Dashboard <ul style="list-style-type: none"> Updated draft to be distributed to partners. 	Rick
7	Round Table: <ul style="list-style-type: none"> Scott – ESS team has not performed any testing; will use a subset of EUSD reports. Martin will provide updates for both teams. Scott – Not receiving notifications as expected; Yvon offered to help. 	

WORKING LEVEL MEETING – RECORD OF DISCUSSION

Partner	Date & Time	Location
CRA	2021-02-25 10:00	MS Teams

PARTICIPANTS	
NAME	REPRESENTING
Cathy Ng	CRA
Yvon Laporte	NSDS / SSC
Antonia Caruso Mazzarello	NSDS / SSC
Rick Kenny, Chair	NSDS / SSC

DISCUSSION		
#	Document / discussion points	Assigned to
1	Record of Discussion – previous meeting <ul style="list-style-type: none"> “Way forward” document (Monika Kumari) for this week. 	
2	Issue Tracking Log – “Observations Log” posted on GCpedia HCCS Updates page <ul style="list-style-type: none"> No updates. 	
3	OOTB Reports Log – not available this week; to be provided next week. <ul style="list-style-type: none"> 39 to be tested (estimate) – number to be confirmed next week. 	Cathy
4	Custom reports Log – not applicable; CRA plans to track only OOTB reports. <ul style="list-style-type: none"> Custom reports are created by cloning/modifying OOTB reports. Subject to confirmation by management, CRA will consider report migration complete when they have accepted all OOTB reports. (TBC) 	Cathy
5	Risk Register – <ul style="list-style-type: none"> Risk #1 (Creating reports from scratch) is not an issue for CRA. Risk #3 (Timeline) is the most significant issue. Risk #4 (Steering Committee) - New “Way forward” represents a reset/re-alignment of governance. 	Rick
6	GCXI Migration Dashboard <ul style="list-style-type: none"> Updated draft to be distributed to partners. 	Rick
7	Round Table: <ul style="list-style-type: none"> CRA requested details about the report log, including definitions of the status indicators. 	Rick

WORKING LEVEL MEETING – RECORD OF DISCUSSION

Partner	Date & Time	Location
ESDC	2021-02-25 14:00	MS Teams

NAME	REPRESENTING
Robin Flaherty	Service Canada / ESDC
Heather Mawby	Service Canada / ESDC
Tony Medeiros	IITB / ESDC
Yvon Laporte	NSDS / SSC
Antonia Caruso Mazzarello	NSDS / SSC
Rick Kenny, Chair	NSDS / SSC

DISCUSSION		
#	Document / discussion points	Assigned to
1	Record of Discussion – previous meeting <ul style="list-style-type: none"> “Way forward” document (Monika Kumari) for this week. 	
2	Issue Tracking Log – “Observations Log” posted on GCpedia HCCS Updates page <ul style="list-style-type: none"> ESDC provided a log of 17 issues; these are being handled through existing channels, pending re-testing or further information from ESDC. No issues currently being tracked in master ITL for ESDC. 	Heather, Antonia
3	OOTB Reports Log – not available this week; to be provided next week <ul style="list-style-type: none"> 36 to be tested (estimate) – number to be confirmed next week. 1 IBM-SO report, “Queue Summary (600 seconds)”. 	Heather
4	Custom reports Log – list of 87 custom reports provided. <ul style="list-style-type: none"> 10 completed; others in development. ESDC to confirm if SSC-created reports are required in GCXI - 2 anticipated to be recreated by SSC. 	Heather
5	Risk Register – <ul style="list-style-type: none"> Risk #1 (Creating reports from scratch) is no longer an issue for ESDC. Risk #3 (Timeline) - ESDC can commit to 30 Apr 2021 target date for completing full migration to GCXI, but not 31 Mar. Slow system response is a challenge (item 7). 	Rick
6	GCXI Migration Dashboard <ul style="list-style-type: none"> Updated draft to be distributed to partners. 	Rick
7	Round Table: <ul style="list-style-type: none"> Slow response at GCXI login and other user requests is hindering progress on report migration – ESDC/SSC investigating. 	Heather, Yvon, Antonia