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| **ACP Testing Workgroup Meeting** | Agenda: |  | Minutes: | X |
| Facilitator: | Healtheway | Date:  | 07/11/2014 |
| Note taker: | Carlos Fourquet | Time:  | 12-1:00PM (EST) |
| Attendees |
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| Ahmed | , Shuvo |

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| Hill | , David |

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| Bartlett | , Janis |

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| Lamy | , Joe |

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| Borden | , David |

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| Lomangino | , Mike |

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| Davis | , Didi |

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| Moehrke | , John |

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| Donnelly | , John |

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| Pack | , Henry |

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| Fourquet | , Carlos |

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| Ruf,  | Lee,-Ann |

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| Heflin | , Eric |

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| Schramm | , David |

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| Hernando | , Gonzalo |

 | X |  |  |

**Minutes: (This meeting was recorded for playback)**

* Review of Agenda
* Review of Action Items
	+ Review June 27, 2014 Workgroup meeting – Didi Davis
		- Workgroup transition from CGS to Healtheway staff communicated. Healtheway staff (Didi Davis and Carlos Fourquet) will lead administrative work for test artifacts with team members going forward.
		- Introduced Gonzalo Hernando to team who will work with Eric Heflin on tool development in house
	+ Reviewed deliverables and scope of project for Phase 1 – Eric Heflin
		- Deliverables for ACP Workgroup
	+ Test case review – Martin Prahl
		- [Test Case Documentation](http://ehealthexchange-acpworkgroup.wikispaces.com/file/detail/2014_07_10%2BACP%2BSSA%2BProfile%2BTest%2BCases%2Bv2.docx)
		- [Review Data Load](http://ehealthexchange-acpworkgroup.wikispaces.com/file/detail/2014_07_10%2BeHealth_Exchange_Testing_Data_Load_Set-DS_PRL-2%2B-%2BDraft.xlsx)
	+ Comments
* Action Items/Timeline reviewed
	+ 7/16/2014 - Workgroup members are asked to review above artifacts and provide comments **by no later than 5pm ET July 16, 2014.** Please send comments as soon as possible to allow staff to incorporate. Please send comments on the documents linked above to testing@healthewayinc.org
	+ 7/17/2014 - Healtheway Staff and Co-chairs will incorporate edits/comments into final document for review and distribution. This document will be redistributed along with a summary of all comments received to workgroup by **noon on July 17, 2014**.
	+ 7/18/2014 - Workgroup should have reviewed comments to verify they were properly addressed and come prepared to vote for approval of test case artifacts on **July 18, 2014**.
* Review of overall project timeline
	+ Test Cases - Completed 7/18/2014
	+ Test Tools - 7/31/2014
	+ Actual Pilot - 8/2014-9/2014

**Action Items:**

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| --- | --- | --- | --- | --- | --- |
| ID | Description | Owner | Date Opened | Date Due | Comments |
| 1 | Review Artifacts Distributed 7/11/2014 and provide comments/edits | ACP Workgroup Members | 7/11/2014 | 7/16/2014 |  |
| 2 | Incorporate edits to Artifacts | ACP Chairs and Healtheway Staff | 7/11/2014 | 7/17/2014 |  |
| 3 | Review Final Draft of Artifacts | ACP Workgroup Members | 7/11/2014 | 7/18/2014 |  |