|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACP Testing Workgroup Meeting** | | | | | Agenda: |  | Minutes: | X |
| Facilitator: | Healtheway | | Date: | 07/11/2014 | | | | |
| Note taker: | Carlos Fourquet | | Time: | 12-1:00PM (EST) | | | | |
| Attendees | | | | | | | | |
| |  |  | | --- | --- | | Ahmed | , Shuvo | | | X | |  |  | | --- | --- | | Hill | , David | | | | | |  |
| |  |  | | --- | --- | | Bartlett | , Janis | | |  | |  |  | | --- | --- | | Lamy | , Joe | | | | | |  |
| |  |  | | --- | --- | | Borden | , David | | |  | |  |  | | --- | --- | | Lomangino | , Mike | | | | | |  |
| |  |  | | --- | --- | | Davis | , Didi | | | X | |  |  | | --- | --- | | Moehrke | , John | | | | | |  |
| |  |  | | --- | --- | | Donnelly | , John | | |  | |  |  | | --- | --- | | Pack | , Henry | | | | | |  |
| |  |  | | --- | --- | | Fourquet | , Carlos | | | X | |  |  | | --- | --- | | Ruf, | Lee,-Ann | | | | | | X |
| |  |  | | --- | --- | | Heflin | , Eric | | | X | |  |  | | --- | --- | | Schramm | , David | | | | | | X |
| |  |  | | --- | --- | | 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+ACP+SSA+Profile+Test+Cases+v2.docx)
    - [Review Data Load](http://ehealthexchange-acpworkgroup.wikispaces.com/file/detail/2014_07_10+eHealth_Exchange_Testing_Data_Load_Set-DS_PRL-2+-+Draft.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](mailto: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:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |  |