

## MEETING MINUTES

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**Project:** Horizon Programme

**Meeting:** Weekly Progress/Status Review #4

**Held at:** Chetwynd House Chesterfield **Date:** March 11 1999

**Attendees:**

|                        |                            |
|------------------------|----------------------------|
| Chris Young (CY)       | Chairman                   |
| Pete Jeram (PJer)      | Pathway                    |
| Nikki O'Sullivan (NOS) | Pathway                    |
| Pat Lywood (PL)        | Pathway                    |
| Hadley Baldwin (HB)    | CAPS                       |
| Lesley Finnigan (LF)   | CAPS                       |
| Les Hodson (LH)        | CAPS                       |
| Peter Beuster (PB)     | CAPS                       |
| Peter Jones (PJo)      | POCL Co-ordination Test    |
| Martin Box (MB)        | TIP Co-ordination Test     |
| Sue Rhodes (SR)        | HAPS Co-ordination         |
| Colin Standring (CS)   | Horizon Product Management |
| Keith Hall (KH)        | Horizon Test               |
| Ted Baldwin (TB)       | POCL Reference Data (Part) |

**Apologies:** Richard Gaze

**Distribution:** All present plus:  
Dave Millar  
Andrew Simpkins  
Rod Stocker  
Carol Jepmond

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## AGENDA

1. Minutes of previous meeting
2. Actions arising
3. Progress Reports
4. Review of outstanding incidents
5. Issues & Risks
6. AOB
7. Agreed Status (RAG)
8. Date of next meeting

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### 1. Minutes of previous meeting

- 1.1 The minutes of the previous meeting were agreed.

### 2. Actions Arising

**Action 2/8: LF to send daily status reports to PJer.**  
Action completed and closed.

**Action 3/1 PL to provide JB with a list of outstanding PinICL numbers for incidents raised.**  
Action completed and closed

**Action 3/2 JB to discuss with John Plowman a method of speeding up the review of Business Impact of incidents.**  
CY and CS have agreed a process for MOT incidents, a process is already in place for E2E. Closed

**Action 3/3 PJ to discuss use of MOT environment for volume testing with Simon Palladino.** Action completed and closed

**Action 3 /4 Pathway requested that TIP (MB) provide a Testing Impact when they raise a new High Priority incident.** Action completed and closed

**Action 3/5 CO to set up a meeting between Horizon Product Management, TIP and Pathway to resolve the outstanding issues resulting from a reconciliation incident.** Action completed and closed

**Action 3.6 CY to arrange for open and closed MOT incidents to be displayed separately.** Action completed and closed

### 3. Progress Reports

- 3.1 CY reported that Model Office continued to run to schedule without slippage. All counter activities had now completed as planned on Wednesday 10, with successful production of final cash accounts. Data processing was still continuing at the back end systems with final data analysis and reconciliation expected by Monday/Tuesday next week. Further opportunities to carry out extra testing of training mode on the counter terminals were being utilised by Borough testers.

- 3.2 KH reported that End to End testing was also on schedule with the counters running test day 32 of 33. All file transfers were up to date, and final processing and data reconciliation were expected to be completed by Wednesday 17. PJer asked TIP to confirm when Pathway can commence system clear-down for target testing.

**Action 4.1 MB to confirm by Sunday 14 March when Pathway can expect to commence system clear-down.**

PJer confirmed that system backups will be taken prior to clear-down.

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### **4. Review of outstanding incidents**

- 4.1 PL provided an update of the incident status for MOT.

**Action 4.2 PL to send details of PinICLs 22528 and 22530 and incidents 9/29 and 13/01 to LF for review**

**Action 4.3 CY to pass details of incident TIP 706 to Bruce Talmage for retest.**

- 4.2 NOS provided an update of the incident status for E2E

### **5. Issues & Risks**

- 5.1 No new issues were raised.

### **6. AOB**

None

### **7. Agreed status (RAG)**

- 7.1 Agreed that status is Green, but a cluster of High impact incidents need to be investigated by Pathway

### **8. Date of next meeting**

- 8.1 The next meeting will be held at 11.30 on March 18, at Feltham.