

## MEETING MINUTES

**Project:** Horizon Programme

**Meeting:** Weekly Progress/Status Review #5

**Held at:** Feltham **Date:** March 18 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
Colin Hill (CH)	CAPS
Peter Beuster (PB)	CAPS
Peter Jones (PJo)	POCL Co-ordination Test
Martin Box (MB)	TIP Co-ordination Test
Colin Standring (CS)	Horizon Product Management
Keith Hall (KH)	Horizon Test

**Apologies:** Richard Gaze

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

### AGENDA

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

## MEETING MINUTES

### 1. Minutes of previous meeting

- 1.1 The minutes of the previous meeting were agreed.

### 2. Actions Arising

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

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

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

### 3. Progress Reports

- 3.1 CY reported that Model Office had completed on schedule without slippage. All reconciliation activities were complete, and Horizon Testing were now producing a closure report targeted for issue in draft by COP Monday 22 March.

LF confirmed that the CAPS Closure report was targeted for issue on Friday 19 March.

- 3.2 KH reported that End to End testing had also completed on schedule with POCL reconciliation complete. CAPS were able to confirm that PACS processing and settlement was also complete. Work continues with confirming the status of incidents, and production of a Horizon closure report, also targeted for issue in draft by COP Monday 22 March.

### 4. Review of outstanding incidents

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

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

CY explained that Horizon Testing had imposed an incident status cut-off on 17 March for the purpose of issuing MOT and E2E Closure Reports. It was expected that updated statistics would be required for RAB, however these would probably be included in a Target Testing Report.

### 5. Issues & Risks

- 5.1 No new issues were raised.

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**6. AOB**

None

**7. Date of next meeting**

Agreed that no further meetings were required to discuss MOT/E2E Testing Status

Note: A second meeting followed to discuss the proposed contents and principles to be observed during Target Testing. Details of actions and agreements are attached as an appendix.

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### Appendix A

#### **Actions and Agreements for Target Testing**

- CY to document and issue a definitive list of incidents that were agreed at the meeting for inclusion in Target Testing, subject to availability of fixes. The list will be issued for review on Friday 19 March, and sign-off is required by CAPS, POCL and Pathway by Monday 22 March.
- 12 further incidents may be added to the list subject to a check by Pathway regarding the viability and effort required to include them. NOS to advise CY on Friday 19 March.
- POCL have issued a request for a MiECCO migration to be included in Target Testing. PJer to inform CY if this is possible and identify any risks by Monday 22 March.
- KH, NOS, and MB to investigate if target testing can be accommodated within the existing test POCL reference data that was supplied for E2E testing.
- All groups confirmed that they can support a requirement to fast forward systems i.e. run more than one test day in an actual day.
- All groups agreed to implement system archiving at the end of the on-line day.
- Implementation of the following daily meetings during test execution was agreed.

09.30 Confirmation of readiness to start the days tests.

16.00 Confirmation of testing status and review of issues.