

Meeting Minutes
Report date: 09/11/20
Author: Sandie Bothick



Meeting Minutes

Enhancement and External to Fujitsu Domain

Meeting overview	
Subject of Meeting:	Enhancement and External to Fujitsu Domain
Date:	2 nd November 2020 - Skype Meeting
Next Meeting:	9th November 2020 - Skype Meeting
Record:	Meeting Notes Held on FJ SharePoint

Attendees	Company
Katrina Holmes	Post Office
Lorna Owens	Post Office
Martin Godbold	Post Office
Dawn Quick	Post Office
Annmarie Woodcraft	Post Office
Paul Smith	Post Office
Adam Woodley	Fujitsu
Sandie Bothick	Fujitsu
Steve Bansal	Fujitsu

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Agenda	Comments
Potential for Financial Impact	Enhancement Dsed5419K (Bureau), Scope has now changed from PCI project to address to Fujitsu to provide a quote for Card reversal. 01/09 - POREQ0004656 / CWO0305. 15/10 – CWO0305 Approved 09/11 – FJ Resource assigned, approx. 1-4 weeks investigation
Poor Experience	External to Fujitsu Domain jsim1215Q (Drop & Go) Compliance training - 09/11 – Fix did not work as expected, Additional investigation required. External to Fujitsu Domain holmesaa5139K (Drop & Go) Time-out - 09/11 – Atos and Accenture progressing, Timelines required. Enhancement Cardc1121R (Complex Baskets), POL are completing further investigation into issue. 09/11 investigations in progress to understand full impact and issue but no expected outputs this calendar year Enhancement PorterS5951N (Back Office Printer 2) Issue found in LST. No Live Incidents reported. 09/11 – FJ engaged to determine possibility in using ASM process.
AOB	Comments
AOB	.
Governance	Comments
Review Admin	09/11 – Update Target/Release on spread sheet

Action Date	Action	Whom	Status
09/11/2020	Dsed5419K (Bureau) – FJ to confirm if this investigation is for MoneyGram and Bureau – This has been raised for both MoneyGram and Bureau	Fujitsu	Completed 09/11/2020
09/11/2020	jsim1215Q (Drop & Go) Compliance training – Fix implemented didn't work as expected. POL to check branch list (KH) POL to supply details for investigation to Fujitsu (LO)	POL/Fujitsu	Open
09/11/2020	holmesaa5139K (Drop & Go) Time-out – Timeline for work required	POL	Open
09/11/2020	PorterS5951N (Back Office Printer 2) – FJ (SB) to set-up new meeting to discuss using ASM and investigate next steps	Fujitsu/POL	Open