

Meeting minutes
Report date: 29/06/20
Author: Sandie Bothick



Meeting minutes

Horizon Known Error Review

Meeting overview	
Subject of Meeting:	Horizon Known Error Review
Date:	29 June 2020 – Skype Meeting
Next Meeting:	06 July 2020 – Skype Meeting
Record:	Meeting Notes Held on FJ Sharepoint

Attendees	Company
Martin Godbold	Post Office
Dawn Quick	Post Office
Lorna Owens	Post Office
Katrina Holmes	Post Office
Adam Woodley	Fujitsu
Steve Bansal	Fujitsu

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Agenda	Comments	
Potential for Financial Impact	spar5831I , CWO being provided to POL SattarS4130M , targeted at next counter release spar1458P , in R70.20 dsed5419K , PCI project will address this issue and allow reverse to card, POL to confirm next steps dsed1614M , POL decision required for the resolution, POL to confirm next steps	
Poor Experience	Nellikentavit2211P , FJ propose closure as reduction in occurrences following previous corrective actions and monitoring. - FJ to provide details of reductions for POL review. jsim1215Q , resolution is being reviewed again as potential impact to EUM has been identified. - POL question – If no training has been completed, why is user able to go into mails. kmck2939Q , FJ propose closure as reduction in occurrences following previous corrective actions and monitoring. - FJ to provide details of reductions for POL review. jsim1628R , POL acknowledge process issue and not a Horizon issue, therefore POL request closure as FJ have provided reporting to allow POL process to manage.	
AOB	Comments	
AOB	70.20 agreed and due to go live August 2020 70.## being agreed and planned for October 2020 to resolve all current known Horizon Known Errors, with exception of jsim1215Q due to potential complexity. TBC	
Governance	Comments	
Review Admin	Following a review it was agreed that as well as the tracker, minutes and actions would be maintained for the review meeting. It was agreed that resolution would be either via a Fix or POL decision document going forwards Meeting name changed to Horizon Known Error Review	
Actions – 29/06/2020		
	Whom	Status
spar5831I , FJ to provide to POL	Fujitsu	Open
dsed5419K , POL to confirm next steps	POL	Open
dsed1614M , POL to confirm next steps	POL	Open
Nellikentavit2211P , FJ to provide details of reductions Nellikentavit2211P , POL to produce decision paper	Fujitsu POL	Open Open
jsim1215Q , Responded to EUM question– Open jsim1215Q FJ to provide KH details of steps followed by Atos test team for D&G scenario.	Fujitsu Fujitsu	Open Completed
cardc1121R , POL decision required for the resolution	POL	Open