

Acceptance Update Meeting 3
Friday 27th August 1999

27 AUG 1999
— 1016

Attendees:

- Chris French
- Andrew Simpkins
- John Meagher
- Min Burdett
- Douglas Craik
- Keith Hardie
- Naresh Mohindra

Apologies

- Bruce McNiven
- Keith Baines
- Ruth Holleran

Agreed Output and Actions:

	Output and Actions	Action by
1.	Release management to ensure rectification plans are integrated with overall release plans <ul style="list-style-type: none"> • provide a first draft 3rd Sept • provide better draft 10th Sept 	AS
2.	Workshops with Pathway <ul style="list-style-type: none"> • make arrangements for workshop 2nd Sept • get document distribution managed properly • distribute minutes 	<ul style="list-style-type: none"> • JM/MB • JM • MB
3.	Prepare plan of all key meetings (including Acceptance, RAB, delivery meetings etc) (done 26 th August) <ul style="list-style-type: none"> • feedback comments 	All
4.	Identify additional monitoring and Live Trial activity <ul style="list-style-type: none"> • Naresh to speak to Don Docherty about 298 activity • others 	NM
5.	Progress TP and other POCL rectification plans <ul style="list-style-type: none"> • being "projectised" 	AS
6.	Review Pathway readiness for roll-out <ul style="list-style-type: none"> • NB Andrew Simpkins paper for review 	CCF
7.	Confirm script for BSM Thursday ring round	JM
8.	Re-enforce need for conformance at outlets in phoning helping desks via BSM	BM
9.	Ensure briefing arranged for Dave Miller ahead of meeting with Christou on 8 th September (done, but keep as Aide Memoire)	JM
10.	Prepare contingency plan for re-engineering the processes (training issue)	DC
11.	Speak to Ruth Holleran about producing a clearance plan for 376 and ensuring fast-track monitoring/reporting process	JM
12.	408 HSH performance now looks High. <ul style="list-style-type: none"> • confirm this with Adele Henderson • write note to highlight issues on taking this forward 	JM
13.	369 OBCS Scanner - circulate Karen Rogers Plan	JM