

Software user group

Minutes/Action Points

Teleconference 23/03/17

Present in attendance	Richard Allen, Lyn-Elizabeth.Schofield, Theresa Araullo, Margaret Thomason, Janice Reuyan, Penny Hanning, Michelle Mcdonald, Jean D'ath, Vickey Johnston, Andrea Davidson, , Jason Theobald, john@nzaca.org.nz
Apologies	Jackie Long, Deborah Sullivan
Minutes	Richard Allen

GENERAL ITEMS	DISCUSSION	OUTCOMES	ACTION by	Date
1. Previous Minutes are accepted as true and correct.	Nil as last meeting was an introductory meeting			
2. General Business	All agreed future meetings ok to occur 3rd Thursday of the month			
3. Enhancement review process	<p>Andrew provided some background regarding the role and function of the Software User Group (SUG) with regard to enhancements</p> <ul style="list-style-type: none"> • The SUG is in place to assist in determining priorities for enhancement requests given the budget/service credits available for any given upgrade cycle • Enhancement requests are structured as follows <ul style="list-style-type: none"> ○ A Current and future process ○ Detailed specification including requirements and business rules ○ Impact assessment on the business and technology <p>JT and LS pointed out that there may be broader impacts that may need to be considered on a case by case basis e.g., impact on education and training service and impact on national reporting service.</p>			

4. Tabled enhancements	<ol style="list-style-type: none"> 1. Self password reset 2. Referral management and waitlist 3. Document management <p>The format for the Document management enhancement was presented differently as the document management module is an existing module available on the Momentum platform that is available but not yet purchased</p> <p>AD requested that SUG members review tabled enhancements and provide feedback to AD in the form of tracked changes for discussion at the next meeting when the group will consider priorities for the enhancements</p>	<p>To review and provide feedback</p>	<p>ALL</p>	<p>By 20th April</p>
	<p>Next meeting: Thursday April 20th</p>			