

# 01-17-2019 PS WGM Minutes

Date: 01-17-2019

Quarter: 3

Minutes Approved as Presented: Defer to 01-31-2019 conference call



This is to approve minutes via general consent. "You have received the minutes. Are there any corrections to the minutes? (pause) Hearing none, if there are no objections, the minutes are approved as printed."

## Create Decision from template

### Goals

*Set goals, objectives or some context for this meeting.*

### Discussion items

Time	Item	Who	Notes
30 mins	Open Forum (this time slot is for anyone to ask questions, present concerns, etc., by joining the meeting, email to the Project Services list, or by contacting co-chairs or Work Group members.): Dave - Demonstrate Confluence features; PSS Confluence template - red, bold, hover help; Dave plans to have the newer version ready in the next two months; Pilot (flow) will be using the original Confluence PSS.		
10 mins	Work on webinar: Medium priority - SD Co-Chairs – items to review to approve projects.  Went through the guidance document and made notes for the webinar.  <input type="checkbox"/> Dave Hamill will use the guidance document with notes and create a new webinar re: SD Co-Chairs – items to review to approve projects.  Next up: Project Facilitator expectations		
15 mins	Inventory artifacts maintained for TSC:  Austin Kreisler asked Freida for a list of artifacts that PS maintains that were assigned to PS by TSC.  <input checked="" type="checkbox"/> Freida Hall will create a draft for the 01-31-2019 conference call.		
	Plan for May WGM: Rick: Motion to appoint Dave Hamill as our acting co-chair for the Montreal May Working group Meeting. Dave - second; Against - 0; Abstain - 0; Affirmative - 2 - Passed; Rick will do the room request for May WGM;		
	Dave demonstrated JIRA - we will move our list of deliverables into JIRA. -  Next Conference Call - Start moving gForge issues to JIRA (documents can remain on Gforge)		

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Action items

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