

## EVMS Tools Implementation Best Practices

### Task Team Meeting Minutes

Wednesday, September 25, 2019, 2:00 pm EDT

#### Attendees:

First Name	Last Name
Marcus	Brown
Lindsay	Davis
John	Fiske
Andrea	Gilstrap
Amy	Joslin
Cynthia	Larson
Brandon	Lespagnard
Kevin	McGuire
Matt	Snyder
Paul	Tackett
Steve	Turner
James	Vervilos
Zac	West

**Subgroups** – The agenda for this meeting consisted of reports from each of the subgroups. In a brief discussion, it was determined that none of the subgroups had the opportunity to meet yet. The following Team Leads were established for the subgroups.

Subgroup 1 – Enterprise Tools/Reporting: **Zac West**

Subgroup 2 – New Site-Contractor-Project/Contractor Transition/Legacy: **Doug Marbourg**

Subgroup 3 – Self-Governance Set Up: **Open** (need to clarify who is representing the **CNS Team** and **WRPS Team**)

Subgroup 4 – Project/Program Set Up – Tailorable: **Paul Tackett**

Subgroup 5 – Configuration Control/Integration: **Kevin McGuire**

Subgroup 6 – Framework/Technical Repository: **Andrea Gilstrap**

**Collaboration Area** – Zac West has set up a collaboration area for our use on PM-Max. It is named **EFCOG EVMS Tools Best Practices**. **Action:** Send Zac an e-mail requesting PM-Max access if you don't already have a PM-Max log in.

**Next Meeting** – We will hold a full group meeting in October to report status on the subgroups progress. It was suggested that we use a tool that helps determine optimal meeting times, based on team members calendars. Each subgroup needs to hold at least an initial meeting prior to October group meeting. Team Leads should plan to report on subgroup objectives and progress. Next meeting will be held Wednesday, October 30, at 2 p.m. ET, via WebEx.