EFCOG SQA Monthly Meeting Notes and Attendance
December 15, 2021

Notes are by Agenda item for meeting.

**See presentation deck for each Agenda item information shared/reviewed with group.

Meeting hosted by Vicki Pope Chair, of LLNL.

Safety/Security Moment

- Vicki shared regarding being careful when out and about during the holiday season. Please remember to put packages in the trunk and turn off laptop/iPad devices in your cars. This will help alleviate your packages and/or data being stolen by thieves.

Announcements, Updates, and Dates to Remember:

- Spring meeting is planned for April 25-29, 2022. Please mark this on your calendars.
- There has recently been much activity on the QA Community of Practice website, please be sure to create an account there if you haven't already, so you are subscribed and receive email when there have been changes there. There are instructions on how to create an account in the agenda deck.
- Please note that documents placed at the group's Box folder is only accessible by people in the POC list for this group who also have a Box account that has been activated on the ANL Box instance. If you have documents (for example a task group item), or you would like to access documents, you need to register for the Box account, by following the instructions on the slide in the agenda deck. Argonne Cyber Security has verified the Box account which is hosted by Argonne.
- Next EFCOG SQA WebEx – February 16, 2022.
- See Agenda Slide 4 for list of upcoming conference and training opportunities for Dates to Remember
- Please sign-up for monthly Future Site Presentations, we don't have any scheduled for calendar year 2022 yet. Please note it is a 20 minute or less presentation on how your site does something related to SQA. It is a way we can share best practices with each other. Please contact Vicki, Teri, or Carol to sign-up for a month.

EFCOG SQA Leadership Nominations:

1. Vicki is stepping down from being the Chair of this group, as of the end of January 2022. We need people to nominate or volunteer to be the new Chair or Co-Chair to share the roles with Teri Vincent, our current Co-Chair. They would start in this new role in February 2022.
2. We also need a Meeting Coordinator, which is a new position. This person would coordinate presenters who have signed up for our monthly meetings, help the leadership team develop the agenda at the beginning of the month, and back-up the Secretary.
3. A Duties Chart is on page 7 of the agenda deck. It shows for each role of this EFCOG group (Chair, Co-Chair, Secretary, Meeting Coordinator, Member), the task activities, estimated times, and frequency. Vicki & Teri Vincent (Co-Chair) came up with this Chart to help people understand the task and time commitment involved; this should help request management approval for an EFCOG SQA member to apply for one of the roles.
4. Vicki mentioned, based upon a conversation she had with Teri, Teri's work activities have increased, so Teri would not be able to move into the Chair position at this time, but Teri would be willing to Co-Chair the Chair position with someone else.
5. If no one volunteers to take over as Chair, or Co-Chair with Teri, then the EFCOG SQA meetings would need to be reduced from monthly to quarterly meetings.
6. Please feel free to contact Vicki, Teri, or Carol with any questions you may have concerning these roles or would like to volunteer or nominate someone else.
7. Vince Gross of the EFCOG QA Leadership Committee, gave a thank you to Vicki for all she has done over the past 6 years as the Chair for the EFCOG SQA group. Vicki pulled together the team, when at first, she was the only person on the leadership team for SQA and grew the organization. Being on the leadership team is an opportunity for exposure and to learn new things. It is an easy job to do when you have passion for SQA, since you enjoy what you do, time flies by. Vicki took a task that at first was hard and made the work easy to do. Vicki responded, she has had lots of fun. It will be nice when we are back to having face-to-face meetings, being in this role, you will interface with many people and make new friends.
8. Questions/Comments from Chat:

   from Diana Marquez to everyone: 3:15 PM
   What is your time spent on this effort?
   Leadership meet at beginning of month - 1 hour, putting together the agenda slides ~ 1 hour (rotate this duty with Secretary and Co-Chair). Discuss as leadership team what the agenda will be. Leading monthly WebEx – 1 hour. Work on white papers 1-2 hours for reviewing them throughout the year. Attending and hosting twice a year conference meetings. One other activity, there is a leadership meeting of all QA subgroups 1 hour every other month.

   From Diana Marquez to everyone: 3:17 PM
   Do you get direction from anyone or is the format at your discretion?
   It is at our discretion. Someone else may have better idea of doing things.
   You do have direct contact with DOE headquarters, great networking source. Impact on how DOE does software quality.

   From Sarah Hartson (Livermore Field Office/NNSA) to everyone: 3:20 PM
   From the NNSA perspective, this is one of the strongest EFCOG groups and I would hate to lose our monthly WebEx - invaluable...

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WRPS Presentation - Planning Support Software Configuration Management Tools, by Denise Fast

1. Denise covered two tools used at WRPS for configuration management – Jama & Jira.
2. **Jama** is:
   a. a centralized requirements management process. It is used to create and verify requirements at a centralized location. It also tracks tests back to requirements.
   b. You can track documents in project folders for changes/versions.
   c. You can set a baseline snapshot of requirements.
   d. You can use it for Collaboration.
   e. Requirements have a Hierarchy:
      i. Systems.
      ii. Functional.
      iii. Model.
      iv. Technical.
   f. For Jama Testing:
      i. You can create test plans, test cases, and setup automated testing.
      ii. You can log defects.
      iii. And provide traceability to items.
   g. A key deliverable of Jama is Requirements Traceability Matrix.
   h. Jama provides relationships up and downstream in the Requirements Hierarchy.
   i. Moderators can set up reviews.
3. **Jira** is:
   a. Used for issue tracking for project management.
   b. Used to create user stories, and plan for sprints.
   c. Allows you to prioritize and discuss teams work products.
   d. Has a dashboard.
   e. Interfaces to Subversion repository (software source code), link issues to code.
   f. Links to Jira documentation.
   g. Supports the Jira Backlog.
   h. Assigns items to developers.
4. Al Zuckero of SRS, asked: What is Subversion? Denise answered, it is another software tool, which has file folder structure which houses versions of the software source code.
5. Diana Marquez of WRPS, looked into NIST cyber security for protection needed at WRPS. This software can only be accessed by user-id and is OUO.
6. Carol Olijar of ANL asked: how are these software tools different than Service Now? Denise wasn't familiar with Service Now. Vicki answered depends on how you use Service Now. At LLNL, IT group uses it to install software and provide articles. Could be used to maintain artifacts, such as by tool LLNL uses Confluence for project management. Greg Pope of LLNL noted that JIRA doesn't provide requirements tracking, so a user would need to create add-on software to provide this functionality. There is no way to print out requirements traceability matrix in Jira. Maybe Jama has that functionality. Denise responded that developer could create exports from one tool to export to other, using a script. Vicki noted that at PNNL she recalls there was a presentation about 5 years ago for this group of the Jira tool, where Jira provided the traceability from requirements to design. It was extra work PNNL had to do on top of the Jira application.
7. Vicki asked Denise if her presentation could be shared with EFCOG SQA group, or if she still needed to get approval from her security organization at WRPS. Denise said no, she still needs to get this approval. Usually, documents have to be reviewed by a lab site's security department before allowing them to be posted at EFCOG website, and/or at the EFCOG SQA Box folder.

8. Questions/Comments from Chat:
   from Al Zuckero to everyone: 3:39 PM
   Subversion repository?

   from Diana Marquez to everyone: 3:46 PM
   Denise you may want to mention that these are support software

   from Diana Marquez to everyone: 3:50 PM
   Good job, Denise

Sub-Task Groups:

Existing Sub-Task Groups:
1. For **Toolbox Alternatives**, Pat Auer of LLNL, said he hasn't done anything on the task recently. He has a request for info into Chris Beaman of DOE, and he wants to talk with Chris on where to go for next steps with Chris.
2. For **Testing Spreadsheets**,
   a. Greg Pope of LLNL, said he put the spreadsheet at Box for people to use, review, and test out.
   b. Greg had an inquiry from Veronica Camarillo-Morris at LANL, Veronica responded in the chat that she is still working on it.
   c. Vicki suggested that with the minutes when sent out, will include copy of testing spreadsheet, and request people to provide feedback comments by the end of January. This could be a good agenda item for February.
   d. Greg noted that earlier group added lots of notes to explain what each test item is, which were added to the current spreadsheet.
   e. Greg noted he could provide free license to your site, for vendor testing tool he has. Can run on simple spreadsheets. Greg is impressed by what this testing tool can find.
   f. Greg is also working on a white paper for this task. In his research, there is much info on spreadsheets for accounting, but not or the scientific world. Spreadsheets are more likely to have more errors than software because they are commonly not tested, and rarely developed by trained software developers.
3. For **Software Standards and Orders**, there was no one at the meeting to provide status update.

New Sub-Task Groups:
1. For **SQA Benchmarking and Surveys**, Teri, said she would focus on this task in January.
2. For **Otherwise Acquired Software,** Pat said he plans to have meeting in January. This group's focus is on dedication of software, steps to do this. Vicki had request to add Spencer Daw to group.
3. For **Internet of Things,** this group needs a new leader, and is on-hold until they have one.
4. For **Cloud-based Hosting Software**, this group needs a new leader.

Next Steps:
1. We need people to volunteer to do a presentation at monthly WebEx meetings.
2. We need people to volunteer or nominate people for the open leadership positions of Chair and Meeting Coordinator.

Accessing EFCOG SQA Website, Box, and DOE Organizational Excellence Forums

Attendance:

If anyone attended this meeting but does not see their name on the list on next page, please contact:
        Chair: Vicki Pope (pope13@llnl.gov)
        Vice Chair: Teri Vincent (teri.vincent@cns.doe.gov)
        Secretary: Carol Olijar (cschultz@anl.gov)

30 Attendees.

#	First Name	Last Name	Site
1	Lance	Abbott	SRS
2	Patrick	Auer	LLNL
3	Todd	Billings	DOE-Hanford
4	Sorin	Blaj	BNL
5	Veronica	Camarillo-Morris	LANL
6	Colby	Carter	WIPP
7	Evgueni	Chnyrenkov	Y-12
8	Laura	Cook	LLNL
9	Mary	Curtis	FNAL
10	Stacy	Daugherty	ORNL
11	Denise	Fast	WRPS
12	Orlando	Ferrer	RL
13	Faith	Girolamo	SRS
14	Vincent	Grosso	DOE-NV
15	Chris	Hall	SRS
16	Sarah	Hartson	DOE-LFO
17	Barbara	Hill	ICP
18	Jim	Hylko	ORNL
19	Joe	Lopez	WIPP
20	Steven	Mahnesmith	SNL
21	Diana	Marquez	WRPS
22	Carol	Olijar	ANL
23	Greg	Pope	LLNL
24	Vicki	Pope	LLNL
25	Donna	Riggs	Riggs Consulting
26	Michael	Russell	ORNL
27	Dave	Thoman	Amentum
28	Teri	Vincent	Y12/Pantex
29	Marlene	Underwood	PORTS
30	Al	Zuckero	DOE-SRS

*Sorted by Last Name, First Name.