



End-to-End Event Management (E2EEM) Meeting Minutes

January 29, 2012

Attendees:

Lynn Hazlewood, Open Water Committee Chair
Richard Hess, Colorado
Anna Lea Matysek, National Office
Jim Matysek, National Office
Jeanne Seidler, Wisconsin
Luke Shaheen, National Office, IT
Ed Tsuzuki (Chair), New Jersey
Mary Beth Windrath, Adirondack

The task force reviewed the open items remaining for launch as well as some of the latest testing feedback from Lynn and Emmett.

- 1) Open Items
 - a) Training Documents (Anna Lea) – still working on them. Plans to have them complete on January 30
 - b) User Forum IDs – Anna Lea has received approx 37 LMSC Sanction Chair forum IDs for set up. The following LMSCs are still outstanding: AD, AK, AZ, BD, CT, DV, FG, HI, IL, IA, MN, NE, OH, OK, OZ, PN, SO. Can go live without 100% of them, but will continue to follow up on these LMSCs.
 - c) Tools/set up for user access (including Competition menu drop down) can be complete in one day (Jim/Luke)
 - d) Conversion of existing meets to new data base almost complete (Luke)
- 2) Request process feedback
 - a) Reviewed latest feedback from Lynn on open water items:
 - i) Cable swims for open water require length certification – pop-up message modified to include
 - ii) “I agree” text print capability added
 - iii) “I agree” text for open water events – Lynn provided text
 - iv) Confirmation e-mail text also provided by Lynn
 - b) Additional feedback provided by Emmett via e-mail being addressed by Luke
 - c) Task force would like additional testing time prior to launch

Next steps:

- 1) Anna Lea to complete training tutorials and distribute



- 2) Anna Lea will also work with Luke to pull together an off-line "pre application" worksheet so that the new requester will know what items will need to be provided during the on-line process.
- 3) Jim and Luke to complete all prep activities for production site
- 4) Ed to work directly with NJ sanction chair this week for 2 live submissions – one pool and one open water by Feb 3
- 5) Ed to update announcement letter (will require new links to sanction request form and training documents)
- 6) Ed to issue formal announcement on Friday, Feb 3 – that system goes live on Monday, Feb 6.
- 7) Next meeting to be scheduled after launch