

Meeting Title: RelayCare Implementation - Weekly Call
Meeting Date / Time: Thursday, May 23, 2013 – Noon MST/3:00 p.m. EST
Meeting Location: Teleconference
Minutes Documented By: Jonica Griffith, Senior Project Manager
Attendees: Mabel, Nicole, Laura, Cheryl, Jonica, Maida, Christina
Absent: Leo, Therese, Maria, Christina S, Tarik, Malcolm, Ingrid, Leigh, Richard, Claudia, Jon

I. Discussions

Action Item Description	Responsible Party	Discussion
Hardware Update	Laura	<p>Laura reported that she does not have an update on the servers. She will e-mail Jonica the moment she gets word from Malcolm.</p> <p>Jonica urged that once the servers have IP addresses, that they complete the CareBridge form and return it to John so that he can get that process started, as connectivity will need to be in place before he can install or configure anything.</p> <p>Once the hardware is in place, Jonica can start putting some dates into the project plan for all of the other tasks.</p>
Download Central (DLC)	Laura	<p>Jonica advised Laura that the 2013 Clinical Content is now also available on DLC. Laura responded that Rick is in the process of setting up a link so that the DM team will have access to all of the content.</p>
RM Content Review	Mabel	<p>Jonica and Christina encouraged Mabel to get the team started on the content review. Christina will give them some insight on how to do this during their first webinar.</p>
RM Webinars	Mabel/Christina	<p>Mabel responded that based on the times that Christina has offered that they would like to schedule the first webinar on 5/30 at 10:00 a.m. EDT and the second on 6/3 at Noon EDT. Christina will send out the invite with the WebEx link along with the agendas. Mabel asked that she also send other date options for the final two sessions, as their schedules cannot accommodate the dates previously offered.</p>
Staff Location and Start Date	Mabel/Laura	<p>Laura asked if they had a location for the Ingrid, who should be starting around 6/13, as well as equipment for her.</p>
Temporary Meeting Time Change	Team	<p>Since the team will be attending the first RM webinar next week during our regularly scheduled meeting time, it was agreed that we would cancel our call.</p> <p>Also, Mabel asked if the next two meeting after that could start at 8:00 PDT/11:00 a.m. so that Ingrid is able to attend. She has this time available for now, prior to her starting in her new role.</p>

Next Meeting: The next meeting is scheduled for Thursday, June 6, 2013 at 8:00 a.m. PDT/11:00 a.m. EST.
 Dial-In # 877-684-9625, Participant Code 163257#.