Minutes:

A. <Day one>
   a. Summary of steps so far
      i. National Goals
         1) 400 goals identified
      ii. Requirements
         1) 7800 requirements
         2) Consolidated down to 400-500 high-level requirements
      iii. Business Services
         1) Expect ~400
      iv. Automation Services
         1) Some of these services may not be part of the Business Services list
            a) e.g., information system-related services
         2) Given ~400 Business Services, we'd expect ~650 Automation Services
      v. Actor List (this is going on in parallel)
         1) Try to get down to about 30 actors
      vi. Interactions
         1) Business Services/Actors as input
         2) Which Actors interact with which Business Services
         3) Which Business Services interact with which other Business Services
         4) Identify the list of messages for those interactions
            a) Will not define the content of those messages
   b. Tasks
      i. Review high-level requirements
         1) Complete coverage?
         2) High-level?
         3) Technology/Actor agnostic?
         4) Permissive?
      ii. Find/Fix problems in #1
         1) When adding new requirements, be sure to add in both the high-level spreadsheet, and the original raw requirements spreadsheet
      iii. Write business services definitions
   c. Assigned SG Conceptual Model Domains to each workshop participant
      i. Markets - Crimmins
      ii. Operations - Crimmins
      iii. Services - Kiliccote
      iv. Generation - Houseman
      v. Transmission - Hughes (check?)
      vi. Distribution - Hughes
      vii. Customer - Ambrosio
      viii. Cross-Cutting - Hughes
   d. Initial 4-5 hour session of reviewing and cleaning up high-level requirements input
      i. Then reviewed each person's results with the whole team and made additional adjustments after discussion of each change
      e. Continued to reviewing and cleaning up high-level requirements input for the remainder of day one

B. Day two
   a. Continued reviewing and finalizing adjustments to the high-level requirements for each domain through midday
      i. Doug then consolidated the revisions back into a single high-level requirements spreadsheet.
   b. Reviewed characteristics of well-formed business services definitions
      a. Agreed to continue with the same Domain assignments, and spent the remainder of the day drafting business services definition s based on the high-level requirements
      i. Mid-afternoon spent time reviewing the initial drafts as a group, and discussing revisions and improvements

C. Day three
   a. Continued working individually or in pairs drafting business services definitions for all domains
D. Day four
   a. Completed business services definitions by mid-morning
   b. For each domain, then mapped the 10 top-level National Goals (from the goal decomposition hierarchy) against the revised high-level requirements completed on day two, to assure complete coverage of the National Goals
   c. Final task was to run through about 10 representative use cases to validate the completeness of the draft business services
      i. Made adjustments/additions where necessary to the business services definitions
   d. Meeting ended early afternoon

Next Meeting:

Date: Time:
Location:

Agenda Items:
[List of items to be discussed at the next meeting]

Minutes taken by: Ron Ambrosio