

Date: May 06, 2020

Notes Location: CalSAWS Web Portal

Time: 9:00 am – 12:00 pm

Meeting Materials: Draft Design Documents

Meeting Called by: Rhiannon Chin

Attendees:

NAME	NAME	NAME
<input type="checkbox"/> <b>R1</b> Reuben Bates	<input checked="" type="checkbox"/> <b>R4</b> Chris Gomez	<input checked="" type="checkbox"/> Project Staff
<input checked="" type="checkbox"/> <b>R1</b> Terri Rose	<input checked="" type="checkbox"/> <b>R4</b> Martha Esparza	<input checked="" type="checkbox"/> <b>RM</b> Matthew VanderEyck
<input checked="" type="checkbox"/> <b>R1</b> Christine Alvarez	<input checked="" type="checkbox"/> <b>R4</b> Louis Cuellar	
<input checked="" type="checkbox"/> <b>R1</b> Brent Wong	<input checked="" type="checkbox"/> <b>R4</b> Cheryl Armstrong	
<input checked="" type="checkbox"/> <b>R1</b> Todd Estabrooks	<input checked="" type="checkbox"/> <b>R4</b> Aaron Gomes	
<input type="checkbox"/> <b>R2</b> Beth Andrews	<input checked="" type="checkbox"/> <b>R5</b> Phi Phi Thai	
<input checked="" type="checkbox"/> <b>R2</b> Savina DiDio	<input checked="" type="checkbox"/> <b>R5</b> Tony Baker	
<input checked="" type="checkbox"/> <b>R2</b> Tou Yang	<input checked="" type="checkbox"/> <b>R5</b> Christine Becerra	
<input type="checkbox"/> <b>R2</b> Hortencia Hernandez	<input checked="" type="checkbox"/> <b>R5</b> Felix Sanchez	
<input type="checkbox"/> <b>R2</b>	<input checked="" type="checkbox"/> <b>R5</b> Eric England	
<input checked="" type="checkbox"/> <b>R3</b> Heather Brantley	<input checked="" type="checkbox"/> <b>R6</b> <del>Gayane Machkalyan</del> Arin Shahgholi	
<input checked="" type="checkbox"/> <b>R3</b> Bryan Fleury (Crystal)	<input checked="" type="checkbox"/> <b>R6</b> Juan Herrera	
<input checked="" type="checkbox"/> <b>R3</b> Dayna Boggs	<input checked="" type="checkbox"/> <b>R6</b> Dianna Crowley	
<input checked="" type="checkbox"/> <b>R3</b> Julie Evinger	<input checked="" type="checkbox"/> <b>R6</b> Mario Palacios	
<input checked="" type="checkbox"/> <b>R3</b> Michelle Smith	<input type="checkbox"/> <b>R6</b> Andy Nazarian	

## Topic

### Welcome & Introduction

- Roll Call
- Meeting Schedule

## Important Points

- Two meetings are scheduled to continue design review discussion on the following dates:
  - May 20, 2020 from 9:00am to 12:00pm; and
  - May 21, 2020 from 9:00am to 12:00pm.
- Committee agreed to schedule two additional meetings for the following dates:
  - May 27, 2020 from 1:00pm to 4:00pm; and
  - May 28, 2020 from 9:00am to 12:00pm.

Note: meetings may be canceled if it is determined that they are no longer needed.
- Next meeting will be conducted via Microsoft Teams.

### Review Draft Design Documents from 4/26

- Categorize Document by System Barcode
- Additional forms will be added to the list as changes continue to be done in CalSAWS.
- There will be some modifications to document types. Moving forward, the committee will review and decide on the document types.
- Reviewed the proposed document types and form names:

## Topic

## Important Points

- Forms are based on what is known as of right now and will coordinate with the Correspondence Committee.
- There is a forty (40) character limit for document types and form names in the Imaging Solution.
- Electronic signature is separate from imaging, imaging will not identify documents that allow electronic signatures.

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### • Multi, Import, Virtual Capture

- Reviewed CA - 214172 Design Document:
  - Presented Design Document with annotated questions, responses and/or clarification were provided to address questions and additional inquiries.
  - There is no tagging functionality for the new imaging system.
  - Virtual Coversheet – currently, there are no plans for a Virtual Coversheet.
  - Cover sheets or other barcoded documents are required for Multi-case capture mode.
- Tasks will be implemented in waves and additional features will be added. The project is currently in the planning phase with Task Management Committee to discuss several Task components.

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### • Other County Documents Queue

- Reviewed DDID 2514 Design Document:
  - Presented Design Document with annotated questions, responses and/or clarification were provided to address questions and additional inquiries.

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### • Append

- Reviewed DDID 2510 – CA 214047 Design Document:
  - Presented Design Document with annotated questions, responses and/or clarification were provided to address questions and additional inquiries.

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### Review New Draft Design Documents

- Categorize By OCR

- Presented Categorize by OCR Design Document:
  - Overview of main points and provided high-level clarification of design document.

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### Wrap-up Items

- Open Discussion
- Next Meeting – May 20, 2020 (Skype)  
9:00am-12:00pm

- Email suggestions and inquiries are to be submitted to Rhiannon Chin.
- Note, next meeting will be conducted via Microsoft Teams instead of Skype.

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Convene meeting with Region 1 to discuss document naming. Note, they do not have metadata.	Rhiannon Chin	May 6, 2020	TBD	Pending
2	Update Q&A bank with comments and questions that were not answered.	Rhiannon Chin	May 6, 2020	TBD	Complete

