



## Peer Review JAD Meeting

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**Date:** May 09, 2005,  
**Time:** 10:00 a.m. – 12:00 p.m.  
**Location:** Rockledge 1, Room 8111  
**Advocate:** Eileen Bradley  
**Business Analysts:** Mark Siegert; Sophonia Simms

**Requirements Analyst:** Daniel Fox

**Next Meeting:** Monday, May 23, 10:00 a.m. –12:00 p.m., Rockledge 2, Room 6087

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### Action Items

1. (Sophonia Simms) Update the Conduct Peer Review spreadsheet with the suggestions of the group.
2. (Group) Continue to update the Conduct Peer Review Spreadsheet at the next meeting.

### Documents

1. [Conduct Peer Review spreadsheet](#)

### Meeting Notes

Sophonia presented the Conduct Peer Review spreadsheet to the group, which represented the table that the group has been looking at over the last few months, but in a different format. The different layout will help the group not only refine this process, but also view both the input and output items of activities. Sophonia reminded members that it is important to understand both the products that they use and those that they create within this process. This knowledge will assist in a more efficient redesign of the system's flow, as far as tracking data such as Duplication of Effort, who creates the product, and when it is created. Asking members to make additions and suggestions to the overall list, with special attention to timeframe and roles, she led the group in reviewing and updating the document.

One question that group members had throughout the entire review and update was whether or not this process is a timeline or not. Sophonia stated that this spreadsheet is not a definitive timeline, but will be used to create the business model, which will be finalized into a diagram illustrating the process. Thereafter, the visual blueprint will be used for further editing.

The group agreed to stop after reviewing section seven on the spreadsheet. Sophonia will take these reviews and update the list.

**Action: (Sophonia Simms) Update the Conduct Peer Review spreadsheet with the suggestions of the group.**

The group will complete going over this document at the next meeting.

**Action: (Group) Continue to update the Conduct Peer Review Spreadsheet at the next meeting.**

**Attendees**

Dortch, Eulas

Ellis, Bonnie

Fox, Daniel

Jaffe, Deborah

Paugh, Steve

Petrosian, Arthur

Rusch, Donna

Sigler, Kristeena

Simms, Sophonia

Valeda, Kay

Wherle, Janna