

**MINUTES OF MEETING**

<b>Prepared By</b>	Anu Johnson	<b>Mode</b>	Zoom	<b>Date</b>	2-15-2021
				<b>Time</b>	9 am EST
<b>Meeting</b>	Project Meeting				
<b>Attendance</b>	<b>Attendees</b>				
	Ellen Morthole Bob Taylor Ron Schultz Emily Yuan Sabari Nair Krishna Prasad Anu Johnson				

No	Meeting Agenda
1	Pending Open Items
2	JHU Theme Fibi mockups
3	Next sessions plan - Fibi Demo – starting mid March

Discussion Points	
No	Details
1	JHU branding, url and landing page.  First iteration – Keep everything similar to Coeus. Anu will do the first iteration to collect information from ORIS website.
2	Current and Pending – JHU will plan for a meeting. Ellen is leading this effort.
3	Agreements – JHU will plan for a meeting to do walkthrough of current system – JAWS. If possible, Fibi Agreements will be demoed in the same meeting.

4	Proposal Budget functionality – Decision will be taken only after sandbox testing by JHU team. To start with, sandbox instance will only expose the summary budget. More variations(simple, detailed) can be turned on/off in the later stage if JHU wants to play with it.
5	External Integration Systems – First draft is ready
5	JHU themed mockups – more votes for heritage blue color theme
6	Fibi demo session to start in mid-march

Action Items					
No	Action item	Owner	Target Date	Status (Open / Closed)	Remarks
<b>Previous Meetings</b>					
1	Collect information on how Coeus is stage in ORIS site now.	Anu	2/19/2021	Open	
2	Current and Pending – Meeting with SMEs	Ellen	3/5/2021	Open	
3	Agreements walk through – JAWS and Fibi Agreements application	Bob	3/5/2021	Open	
4	External integration systems	Bob	2/15/2021	Open	

5	Color theme pick for Fibi	JHU Team	2/26/2021	Open	
6	Plan for Fibi demo sessions	Anu	3/10/2021	Open	