

Monthly Sunflower Change Control Committee Meeting Minutes
Wednesday, February 13, 2008
3:00 – 4:00 p.m.
HCHB 6057

Meeting Attendees:

BIS Bruce Shriver	NTIS Kathie Koenig (Teleconference)
Census Stan Rolark	NTIA Isha Carry
ESA Wesley Dias	OS Fred Fanning
NIST David Henry	OS Braulio Ramon
NIST Fran DeSirant	OS Jennifer Jessup
NOAA Zeke Dennison	OS LaShawnda Swinson
NOAA Larry Oates (Teleconference)	OS Gina Basurto-Bass
NOAA Michelle Ross (Teleconference)	PTO John Hassett (Teleconference)
NOAA Steve Creeger (Teleconference)	PTO Vicki Bryant (Teleconference)
Sunflower Tia Lim	Sunflower Steve Specka
	Sunflower Lana El Eryan

Chair:

Jennifer Jessup, Property Management Officer (PMO) for the Office of Secretary (OS) and Chief for the Personal Property Management Division.

Introduction:

Jennifer Jessup, OS PMO, welcomed attendees, requested brief introductions, and proceeded with a review of the agenda.

Summary/Discussion:

The February Sunflower Change Control Committee (CCC) discussion provided guidance to Bureau PMOs; which equipped them with the necessary knowledge to enable them vote on whether or not to implement Internal Control Requests (ICR) 00007.

Internal Control Requests

Tia Lim, Sunflower Systems, presented a detailed overview of ICR00007. This ICR consisted of editing Sunflower to allow for the viewing of attachments in the Edit Interface form. Listed below is further information regarding this ICR:

ICR0007- View attachments in the Edit Interface from

- ❖ **Description:** Modify “Edit Inventory Asset Interface Records” form so users are able to view attachments to the asset request created through the CD 50/52 form. Currently, there is no way to review attached documentation that the Sunflower user has uploaded through CD 50/52. Attachments have to be reviewed through an outside source.
- ❖ **Request:** NOAA submitted this request to add a new “Attachments” tab to this form and make the modified form accessible to everyone through the “User Defined menu” form.
- ❖ **Result:** All Committee members present approved this request.

Action Items:

- Sunflower Change Control Committee Meetings will be held on the 2nd Wednesday of every month at 3 p.m. The next meeting will be held on March 12, 2008 in Room 6057.