

Minutes of Meeting

EASE

Meeting Title:	EASE Steering Committee Meeting	Meeting Date/Time:	26/09/2019
Meeting Type:	Steering Committee	Meeting Location:	BERL 6/B
Meeting Coordinator:	[REDACTED] (SG.DSG1.C.5)	Issue Date:	14/11/2019

Attendee Name	Initials	Present	Organisation / Email
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]@ec.europa.eu
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]@deloitte.com
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]@deloitte.com
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]@deloitte.com

Meeting Agenda

Deloitte presentation

1. Methodology
2. Project status
3. Financials
4. Next steps

C.5 presentation

1. Project status
2. Assessment
3. Budget
4. Schedule
5. Q&A / AOB

Meeting Summary

Deloitte presentation

[REDACTED] and [REDACTED] provided positive feedback regarding the design sprint exercise and video. [REDACTED] expressed interest in setting up a continuous learning exercise for the methodology and the approach.

Regarding user testing, [REDACTED] and [REDACTED] explained that the interviewer and interviewee have the time to discuss the prototype as the team gathers and consolidates the feedback after the testing session. [REDACTED] and [REDACTED] also mentioned that there is no lack of user engagement and that people are eager to come back.

[REDACTED] and [REDACTED] explained that they were slightly behind schedule due to the necessity to clarify the scope. [REDACTED] emphasised that 2020 was a hard deadline, [REDACTED] answered that some "nice to haves" were been cut from the scope, but were noted for future development.

[REDACTED] explained that [REDACTED] was also the owner of the upcoming studies on the application of artificial intelligence to the document management domain.

C.5 presentation

Regarding the use cases for the artificial intelligence study, [REDACTED] asked whether they could all be implemented, because

they were all deemed interesting and valuable. [redacted] answered that the current scope of the study was to implement one, but that the others could be implemented further down the line.

When discussing the current state of assessment of Compass Corporate, [redacted] mentioned that SG's participating in the programme would be discussed during the Compass Corporate Steering Board (CCSB) meeting on the 2nd of October. [redacted] and [redacted] explained that the deadline that was communicated to the CCSB was Q4 2020, and that SG would not make financial contributions, but would contribute in kind via the development of reusable business services.

[redacted] explained that Compass Corporate and My Workplace were gaining momentum and maturity and that it makes sense to participate in the programme at this stage. [redacted] emphasised that it was essential for the users of the EASE system to work first and foremost with the screens that were designed during the workshops, and that integration with My Workplace was a lower priority [D.1].

Decisions taken

Decision Id	Description	Date of Decision Taken	Decision Owner
D.1	The project team must first deliver the EASE system and screens as designed before integrating with My Workplace. Integration with My Workplace should adhere to the EASE user experience and present the same screens.	26/09/2019	[redacted]

Actions

Action Id	Creation Date	Description	Status	Target Resolution Date	Owner

Proposed Agenda for Next Meeting:

1. Project status
2. Assessment results
3. Budget
4. Schedule
5. Q&A / AOB

Proposed Next Meeting Date:

Week 49