

Meeting Minutes for January 15, 2015

There are two purposes to these bi-monthly calls:

1. Provide updates that may affect users
2. Provide a forum for MIP Users to ask questions and raise concerns to their peers as well as address challenges around the work studies

Updates:

- Dan Horner (Daniel.horner@associates.fema.dhs.gov) detailed the new MSC submission procedures
 - You can review the procedures in the November Data Capture Technical Reference: http://www.fema.gov/media-library-data/1420663071535-85d1835536cff5d9c82713e5e0978d8c/Data_Capture_Technical_Reference_Nov_2014.pdf
 - If you have any questions, email Dan
- CDS detailed the upcoming activation of the MIP J: Drive automated clean-up
 - The Automated clean-up was developed as part of the recent MIP File Server Re-Architecture Release: *When the last Manage activity is completed, the MIP will notify the Task Sys ID owner, the Study Task Manager, and the Regional MIP Champion and Black Belt that the Task Sys ID files will be deleted off of the J: Drive in six months. These users will also be notified two months out from the deletion date*
 - The automated clean-up will be enabled shortly
 - The backlog of tasks will be cleaned-up in waves
 - It is the responsibility of those emailed to review files that will be deleted and notify MIP Help (miphelp@riskmapcdfs.com) if a file should be moved to the K: Drive

No questions were asked during the call and no users submitted any questions to outreach@riskmapcdfs.com.