

## **Project Review Team – Meeting Minutes – February 8, 2023**

**The following Departments/Agencies participated in the meeting listed with \*:**

Congressional Budget Office (CBO)\*  
Department of Agriculture (USDA)\*  
Department of Commerce (DOC)  
Department of Homeland Security (DHS)\*  
Department of Justice (DOJ)\*  
Department of Labor (DOL)  
Department of Treasury (TR)  
Federal Deposit Insurance Corporation (FDIC)  
Library of Congress (LOC)  
Small Business Administration (SBA)  
Smithsonian (SI)\*  
U.S. Customs and Border Protection (CBP)\*  
U.S. Department of Housing & Urban Development (HUD)  
U.S. Government Publishing Office (GPO)

### **NFC, GESD Representatives**

- Keith Piner, Project Control Office (PCO)
- Deenna Altmeyer, Systems Requirements Branch (SRB)
- Amanda Nguyen, Web Requirements Branch (WRB)
- Eileen Hamblen, Applications Testing Branch (ATB)

### **Meeting Materials Provided**

- Agenda February 2023
- PRT Meeting Presentation February 2023
- Schedule Release CY23 06 Community-Wide PRT February 2023
- Customer User Acceptance Test (CUAT) PRT February 2023

### **Welcome and Introductions – Keith Piner**

Keith welcomed and thanked everyone for their attendance. Roll-call was taken.

### **PRT Updates – Keith Piner**

- PRT Standard Slides – Software Change Request statistics and Incident Report statistics were provided for PPS, EmpowHR, and webTA. Callers were instructed to review the slides and if there were any questions, send a request to [PRTeam@usda.gov](mailto:PRTeam@usda.gov).
- PRT Reports – Reports were provided on Wednesday, **February 1, 2023**.  
**Note:** If you are not receiving the PRT reports, please go to:  
[https://nfc.usda.gov/ClientServices/HR\\_Payroll/Communities/Project\\_Review\\_Team/PRT\\_Charter.php](https://nfc.usda.gov/ClientServices/HR_Payroll/Communities/Project_Review_Team/PRT_Charter.php)  
and select Subscribe to NFC Project Review Team.

### **Ongoing Initiatives/Project Discussion**

- Review Scheduled Release – Refer to Scheduled Release CY23 06 Community-Wide PRT February slide.
- Review CUAT – Refer to CUAT PRT February 2023 slide.

### **Customer Comments - There were no comments**

### **Closing Remarks – Keith Piner**

The next meeting is scheduled for May 10, 2023, 10:00 a.m. eastern time. An email will be issued approximately three weeks prior to the meeting requesting submission of any questions that you would like to discuss.