

## **Project Review Team – Meeting Minutes – May 8, 2024**

### **The following Departments/Agencies participated in the meeting:**

Department of Agriculture (USDA)  
Department of Commerce (DOC)  
Department of Justice (DOJ)  
Department of Treasury (TR)

### **NFC, GESD Representatives**

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

### **Meeting Materials Provided**

- Agenda May 2024
- PRT Meeting Presentation May 2024
- Schedule Release CY24 13 Community-Wide PRT May 2024
- Customer User Acceptance Test (CUAT) PRT May 2024

### **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, April 24, 2024**.  
**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 CY24 13 Community-Wide PRT May slide.
- Review CUAT – Refer to CUAT PRT May 2024 slide.

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

### **Closing Remarks – Keith Piner**

The next meeting is scheduled for August 14, 2024, 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.