Project Review Team – Meeting Minutes – February 12, 2025

The following Departments/Agencies participated in the meeting:

Department of Justice (DOJ)
Department of Commerce (DOC)
Library of Congress (LOC)
Department of Agriculture (USDA)
Department of Homeland Security (DHS)
Department of Treasury (TR)

NFC, GESD Representatives

- Keith Piner, Project Control Office (PCO)
- Deenna Altmeyer, Systems Requirements Branch (SRB) (No Updates February 12, 2025)
- Amanda Nguyen/Anthony Ton/Nanette Hery, Web Requirements Branch (WRB)
- Eileen Hamblen/Emily Sandefer, Applications Testing Branch (ATB)

Meeting Materials Provided

- Agenda February 2025
- PRT Meeting Presentation February 2025
- Schedule Release CY25 06 Community-Wide PRT February 2025
- Customer User Acceptance Test (CUAT) PRT February 2025

Welcome and Introductions – Keith Piner

Keith welcomed and thanked everyone for their attendance. Rollcall 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.

- PRT Reports – Reports were provided on **February 01, 2025**.
  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
  and select Subscribe to NFC Project Review Team.

Ongoing Initiatives/Project Discussion

- Review Scheduled Release – Refer to Scheduled Release CY25 06 Community-Wide PRT February slide.
- Review CUAT – Refer to CUAT PRT February 2025 slide.

Customer Comments - There were no comments

Closing Remarks – Keith Piner

The next meeting is scheduled for May 21, 2025, 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.