

TNI Information Technology Committee Meeting Summary December 15, 2016

1. Roll Call

Participants	Present
Daystrom, William	X
Evans, Nick	X
Friedman, Maria	X
Hickman, Dan	X
Kuhn, John (Chair)	X
Parr, Jerry	--
Shepherd, Mei Beth	--
Starr, Rip	--
Varner, Pam	X
Ward, Keith (Vice Chair)	X
Wlodarski, Jan	X
Howland, Ed	---

2. Approval of October 2016 and November 2016 Minutes

Changes to October 2016 Minutes:

Keith was on the call and needs to be records.

Section 3 LAMS – 5th paragraph – “121 Inactive methods being referenced”

Re: Next Call – November, not October.

Motion to Approve October 2016 Minutes: Dan Hickman

Second: Nick Evans

Approved: Unanimous

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### Changes to November 2016 Minutes:

Section 3 LAMS – Lab demographics for PA were updated. The problem is that Aaren downloaded the file into Excel, then sorted it but not in all the fields, so when she uploaded it, she uploaded all the wrong labs with all the wrong TNI numbers. All fixed now. The word “committee” should only have 2 T’s.

**Motion to Approve November 2016 Minutes:** Pam

Second: Dan Hickman

Approved: Unanimous

## 3. TNI Committee Internal Audit Review and Completion

The report needs to be submitted to Ilona by February 2<sup>nd</sup>. The committee reviewed and completed the Internal Audit Checklist.

## 4. IT Slides for the 2016 Annual Report

The committee reviewed and revised the slides to be included in the 2016 Annual Report.

John will send an email to everyone to review the slides. He would like to email the final slides to Jerry by the first week in January.

**5. LAMS, Method Compendium, and Gen App Update**

LAMS – Big news – 172,674 FOAs were successfully loaded for PA! 289 FOAs didn't go in and we are working on those.

The manual for LAMS Version 3 has been completed. The large manual – the AB manual – includes everything. From that Dan extract a second version – a general user manual – which covers what you can do without logging in. The AB manual has been sent to all Abs. Dan also sent the user manual to William for website posting.

Gen App manual – Dan is working his way through this. He decided to write a whole new manual since a lot of the screens have changed. He is hoping to have a new manual by meeting in January.

**6. Website Update (William)**

Routine updates, i.e., minutes, sops, etc., were accomplished over the past month. The user manual is also now posted on LAMS website.

**7. Next Meeting: February 16, 2017 at 3pm EST.**