

Weekly Meeting Minutes 23rd May 2023

Attendees:

Fernando Girante

Todd Tupper

Matteo Menghetti

Mukti Patel

Minutes for 23rd May - Action updates highlighted in blue

- Todd mentioned we have 2 wiki and which will be used by users and outside of the squad team. Fernando mentioned the new wiki will be for the squad only and the main DA@AI one will be the used to publish to users
- We need to format our squad wiki so that we can have areas and these were proposed:
 - Talend
 - Biq Query
 - Architecture
 - GCP References
 - Data Engineer reference document

Open Actions

1. Mukti to start an risk/ issues log on Confluence
2. Joao Madrinha also mentioned adding Access to projects being owned by the data lake squad team which is to be discussed with the GCP team.
- Todd has already added a document on how users can obtain access to their projects. The product team will be responsible for costing of use in the Biq query for their use.

Ongoing actions

1. Todd and Matteo to continue working on TerraForm to build and test tables and Matteo to add document to support this onto the wiki - [The tables are completed and Matteo to complete documentation this week](#)
2. Matteo to fix bug on the logging system - **Closed**
3. Matteo to work on the Reference table - Job to use with Talend - [In progress, Matteo to work with Yourness](#)
4. Fernando to discuss new initiative Novicare AI with Naveen
5. Fernando to make small changes to the Data Architect documents as discussion and agreements progress with Matteo - [Fernando to have discussion with Matteo on rules - sequence of jobs scheduling, when job fails, ect](#)
6. Fernando to continue working on the Data Architect SCD document, which is close for review - [Completed and ready for review by Joao Madrinha](#)
7. The team to continue working with Pricing Data lake Architect and Data engineers as they are able to start adding data onto the staging environment from ODS and Salesforce
8. As time permits - Fernando to start looking at the Data curation engine related to data validation as its high priority for George and document ideas discussed in draft

Risks Mentioned

1. Fernando - Fail to identify the correct user requirements - Mitigation for architects to discuss in meetings and ensure the cases are clear using open discussions
2. Matteo - A risk of what we build does not add a lot of value as the module does not fit the purpose. Our goal is for the users to use our standards and template but we can't force people to use it - Mitigation of getting feedback from the pricing and PCF project users
3. Matteo - We are doing a lot of testing but none of it is the ideal solution as all product are using the projects and domain differently - Fernando mentioned we will review and improve throughout the future and do small increments and changes