<u>Project Review Team – Meeting Minutes – May 21, 2025</u>

The following Departments/Agencies participated in the meeting:

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

NFC, GESD Representatives

- Jonathan Bowman, Project Control Office (PCO)
- Michael Schleifstein, Systems Requirements Branch (SRB)
- Amanda Nguyen/Anthony Ton, Web Requirements Branch (WRB)
- Nicky Brown/Lisette Lopez, Applications Testing Branch (ATB)

Meeting Materials Provided

- Agenda May 2025
- PRT Meeting Presentation May 2025
- Schedule Release CY25 13 Community-Wide PRT May 2025
- Customer User Acceptance Test (CUAT) PRT May 2025

Welcome and Introductions – Jonathan Bowman

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

PRT Updates – Jonathan Bowman

- 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 **Wednesday, May 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 13 Community-Wide PRT May slide.
- Review CUAT – Refer to CUAT PRT May 2025 slide.

Customer Comments - There were no comments

- DHS requested update on project 79650 – Amanda Nguyen provided response - Project now in RTS status

Closing Remarks – Jonathan Bowman

The next meeting is scheduled for August 13, 2025, 10:00 a.m. eastern time.