

SunGuide Software

User’s Group

Meeting Minutes



Date: January 18, 2018

Time: 2:30pm-3:30pm EDT

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| Agenda: |  |
| Topic | **Led By:** |
| Item 1: JIRA Introduction for Footprint Users | Tucker Brown, SwRI |

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| Attendees: |  |
| Robbie Brown, D1Ray Michael, D1Justin Merritt, D1Isaac Santos, D1Jason Summerfield, D2Tanesha Sibley, D2Ryan Crist, D2Aven Morgan, D3John McFadden, COTJacques Dupuy, D4Shayla Khalilahmadi, D4Marlon ChinShue, D4 (595)Mark Lucas, D5John Hope, D5 (CFX)Josh Sibley, D5 | Mark Laird, D6Alex Mirones, D6Jared Roso, D7Charles Keasler, D7Vinny Corazza, D7Wang Lee, MDXAdrenamae Rolle, 595Tucker Brown, SwRIRoger Strain, SwRIBryan Homayouni, CFXDerek Vollmer, COMark Dunthorn, COFrances Ijeoma, COJennifer Rich, CO |
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| Discussion: |  |

1. JIRA Introduction for Footprint Users

We are going to discuss the transfer from Footprints to the JIRA system. We are doing this because there is not much of a difference between issue tracking. Some benefits are better integration with the tools and software process and it will be easier for development and tracking code changes to issues. We have had an issue with Footprints and the user interface. We are a few versions behind with the Footprints updates because their next version completely changed the user interface. After doing a sample upgrade and getting feedback on the new interface, no one liked it and we decided to move to JIRA.

JIRA filters the issues better than the Footprints system and has better search tools and reporting tools. JIRA will be easier to track reports and perform self-reporting.

We will send out the URL to everyone. The user names will be the exact same as your current user name, unfortunately, we can’t migrate the passwords. Everyone’s password on default will be newPassword. We will need you to log in and update your password to something new.

We will also send out a list of users for each District to verify that those people still need access, we will be removing the people who do not need access. When you log in there could be multiple projects (this applies to Central Office), most people will see the SunGuide project and you will see a demo/sample project. To teach people how to use it, you can use the sample project. It is important to confirm that you are on the correct project before making any changes.

The entire Footprints database will be migrated into JIRA. Nothing will be lost and you will have the entire history of the Footprints and it is searchable. Attachments will also transfer over to JIRA so we are not losing any information. We should be able to keep the same issue numbering in JIRA. If you find that the numbers are not the same, you can always do an issue search on it. The JIRA search function is more user intuitive.

When you log in, you will see the list of issues and they are visible to all users regardless of who created them. You can filter down the issues to see what people commented on and you can also create custom filters. Next to the “all issues” there is a way to switch the filter to “issues reported by me” and that way you can see all of the issues you reported.

**Mark Laird:** Will it allow people other than the original creators to modify the issue?

**Tucker Brown:** Yes, there is a way to comment and edit it. There is also a way to follow an issue by using the watcher function. You would click the link that says, “start watching” and when changes occur to the issue you will receive notifications. So even if it is from another District and you are interested in seeing the outcome you can watch it and get updates on that issue.

You can do an issue search by any field that we have by using drop down menus or you can do SQL like queries. If there is a search you have done that you think you might want to come back to, you can save the search type to use it again. Use the “Save As” to save the filter to use in the future.

The same fields that were in Footprints will also exist in JIRA so you should be able to map it one to one and when you are done with it, you click create. At the bottom of the screen there is a way to include attachments, you can either browse or do a drag and drop.

**Derek Vollmer:** Is there a size limitation on the files?

**Roger Strain:** I don’t know of any limitation because I have not researched that aspect yet. I know we will find out when we hit it.

**Tucker Brown:** There is a reports tab that is available for each project. There are template reports that you can run but it is also possible to run a particular filter and export the results. That way you can tailor the report to exactly what you want to see.

For the transition itself, Derek sent out an email already but we are transitioning tomorrow at noon and we are going to lock Footprints from being able to enter in any issues. If you do have issues you will need to call them in directly or you can email me. If it is something critical, I prefer that you call. It will probably take several hours on Friday afternoon but should be up by Saturday. If you have questions on how JIRA works, we can add you into the sample project so you can test it out without effecting the new system.

If you would like to go into the system now, you can log into the system with your current user name and the password (newPassword). Feel free to create issues and edit other people’s issues and if you run into problems, contact us.

Website: [https://jira.datasys.swri.edu](https://jira.datasys.swri.edu/)

Password: newPassword

User name: Same as what was in Footprints

If you change your password after logging in, you will **not** need to change your password again once the data transfer has happened. You are working in the production site, we just haven’t finished the data upload. Please remember what you change it to or we will have go and reset it again.

**Mark Laird:** Do we still have the ability to send updates to people? We used to be able to choose recipients when we created our updates (CC list).

**Roger Strain:** I think in JIRA that will be the Watchers feature. I am not sure if you can add someone else as a watcher to an issue.

**Derek Vollmer:** I like getting emails for every update.

**Roger Strain:** Getting emails for every single update is something different and can be set up locally. I am not sure if it is capable of just sending certain updates to certain people. We can find a way to make it happen and I think the watchers is something that the user choses.

There is a way to add watchers to an issue. There is an icon that shows the number of watchers and there is where you can add more watchers. I don’t think it will let me add an email address but I can add users. I will have to alter the permissions to turn that on for everyone. I can access it with the admin account but you won’t be able to access it yet, once I change the permissions you should be able to see that option.

**Derek Vollmer:** Does anyone else have any questions about the transition?

**Josh Sibley:** I am curious of the status of 7.1.

**Derek Vollmer:** We are testing it, there were some issues that came up so it will be about a month before it is released.

**Bryan Homayouni:** On a side subject, do we want to throw out the tentative CMB date? March 14th was our tentative date.

**Derek Vollmer:** A lot of the voting members have conflicts on the 14th but I saw the 13th looked like a great day. Are you available?

**Bryan Homayouni:** Yes, that looks better. Let’s confirm the FDOT calendars and schedule the meeting.

Meeting adjourned around 3:04 PM

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| New Action Items: |  |
| Action: | **Responsible Person:** |
| Send out the JIRA link | Derek Vollmer |
| Send out the list of users and have the Districts verify the list is correct. | Tucker Brown |
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