**9-29-23 Technology Track Kick-off Call Minutes**

**Goals**

1. **Leverage existing technology across TCG**
* What technology tools are members using now that works really well
* Prioritize what would be most useful
* How can we make it so that all members can use the tools we feel are the most useful
* Need to understand how this might dovetail with what the process track may work on
1. **Support the API work that SPARK will be doing**
* Define and create what we need to accept API data feeds i.e., Standard naming conventions and unique identifiers, how do we store feeds when they enter our systems etc.
* Define what TPAs need to do to send API data feeds to Recordkeepers and other entities
1. **Cerrado Corporation**
* From a tech standpoint, what would we want to develop
* Do we create something organically, partner with a tech firm or buy a company
1. **Roles of the Team**
* Lead- leads the calls, delegates responsibilities, sets timelines for deliverables
* ED- takes minutes and books calls, reports back to Tech Track on what other tracks are working on that may impact what we are working on, works wot Lead to develop project plans
1. **Next Steps?**
* Discuss how to move forward
* Timing for next call- Friday, Oct. 6 at noon ET

Discussion

**APIs**

* We will create the best practices and share across TCG
* We will recommend settings and systems and hand over to TCG
* Note that Empower has indicated that they have an API with ASC; they have a library of APIs they can give to us to test; they have evidently started a scoping document based on our API document.

Storing the API Data from RKs and Payroll Companies

* Is working on delivering the TED files at year end to some of the TCG members
* It is of utmost importance that we first figure out how to store the data that comes in from the APIs
* We can come up with the naming convention after that
* Each firm will have their own database to store the data
* However, if we all use the same database individually, we can co-mingle our data at some point down the road
* Another thing to consider is how do we get data that doesn’t come from an API into that database?
* Need to build a URL to allow us to request an API

Software Developer/Managed IT firm

* We should consider hiring someone to help us build the database
* Oracle, Sequel, Python- commonly used programs
* Python seems to be the best as it is easier for a programmer to go in and change the sub-script
* We talked about hiring one person to build the API stuff for RKs and payroll companies, another one to help each firm use Python
* In addition, each firm will need someone within the firm to do the customization each one needs – the “icing on the cake.”
* Salary range for the software developer- $120,000-$145,000. Better to hire someone for TCG rather than have each firm hire one separately
* Matt is getting an SOW from Ferko Liblik to handle the data coming from the JH API. Matt will share our API document with them so they can get a sense of what we are thinking about doing.
* We also talked about the fact that we should have one Managed IT firm for TCG. We need to put together a business plan to present during a capital call.

Building the TPA API

* Joe will call Rachelle’s uncle to ask about a step-by-step plan to build an API.

**Sharing our Wares Across TCG**

* How do we share what we have developed across TCG?
* Need to consider licensing deals, reciprocity deals, who is on the hook if something breaks
* Mike is willing to share his bots and census scrubber- test it in TCG.
* Joe- what about Creekside?

**Next Steps**

* Matt give us an update from Ferko Liblik
* Joe give us an uodate on the step by step process to build an API
* Jordan will tell us how he uses Python
* Jordan needs advice on how to talk to his actuary who is doing programming off the clock about what he is trying to build. How does he transform him into a partner?