

## MHHS Migration Meetings and Checkpoints

Meeting/Check Point	Channel	Frequency	Purpose	Outcomes	Attendees
<b>Supplier Migration Readiness Check Ahead of Service Activation</b>	Proforma	One o+ – ahead of Supplier’s planned service activation	Ensure all Suppliers due to be Service Activated have appropriate Agent coverage & engagement and have provided a valid migration plan	Confirmation of Supplier’s Agent coverage and engagement. This feeds into Migration reports provided to Agents.  MCC to confirm to Elexon Service Activation team that MCC agree with the Supplier being service activated.	N/A – sent to principal migration contact
<b>Sprint Execution Readiness Check</b>	Proforma	Ahead of each sprint a Supplier will be executing migrations	Ensure all participants due to migrate in the next Sprint are operationally and technically ready.	Confirmation of Supplier’s readiness to start the next sprint.  Understand any changes since previous sprint and focus for next sprint.  Confirmation of Supplier’s Agent coverage and engagement. This feeds into Migration reports provided to Agents.	N/A – sent to principal migration contact
<b>M01.02 Migration Support Meetings</b>	Meeting via Teams	At least three meetings before migration (M1 - Quiz, M2 - Quiz Feedback & Proforma, M3 - Proforma and final questions	To support a Supplier’s preparation to start migration.	Provide support to Suppliers by addressing queries.	Supplier Migration Teams, MCC

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<b>M02.03 Daily Check In</b>	Via Supplier's Migration Teams Channel	Daily	A check in to see if Supplier's migrations are proceeding as needed or if additional support is needed as well.	<p>If needed, sessions will be set up to address/triages issues.</p> <p>Provide MCC's view of migration Status.</p> <p>Understand Supplier's progress and if any Suppliers need additional support.</p>	N/A – Via Supplier's Migration Teams Channel
<b>M02.01 Weekly Migration Sprint Execution</b>	Meeting via Teams	Weekly – on a Wednesday	Provide a concise cross-participant checkpoint on migration progress, blockers and next actions during the Execute phase.	<p>Shared view of completed vs. scheduled MPAN migrations.</p> <p>Provide updates on areas such as upcoming releases etc.</p> <p>Blockers identified, owners Assigned.</p>	Supplier Migration Teams, MCC, Agents and Central Parties
<b>M02.02 Mid Sprint Migration Review Meeting</b>	Meeting via Teams	Monthly	Take a strategic view across the current and next Sprint, highlighting milestones, cumulative performance, and external dependencies.	<p>Review mid-sprint progress.</p> <p>Decisions on plan adjustments or envelope changes</p> <p>Escalations to governance forums, if required.</p>	Supplier Migration Teams, MCC, Agents and Central Parties
<b>M03.01 Retrospective Meeting</b>	Meeting via Teams	2 weeks after the end of each Sprint	Reflect on the closed Sprint, celebrate successes, capture lessons, and agree improvements for future cycles.	<p>Agree and document lessons learnt published to all participants.</p> <p>Updated risk register entries (where lessons translate to risks).</p>	Supplier Migration Teams, MCC, Agents and Central Parties