

Design Review Notes

Vortex Grid Systems Inc.

Design Review Notes - Reconnect Pacing and Change-Window Records

Record ID: NOTE-001
Meeting reference: DR-2026-061
Date: 2026-06-08
Time: 13:00-14:30 UTC
Author: Nia Foster, Platform Engineering
Attendees: Theo Brooks, Morgan Iqbal, Leila Grant, Riley Okafor, Avery Lin
Notes by: Nia Foster
Revision: 1.1, edited 2026-06-10 to add disposition and clarify role identity

Working notes. I expanded my shorthand after the call; action owners are listed at the end. - NF

Why we met

Reconnect pacing + maintenance-window fields after IR-2026-017. We were here to sort out the next template, not redo the incident review or assign blame. Theo pointed back to the incident review for the old timeline; his design disposition came later.

Quick recap from Theo: renewal timing was involved in the first failed reconnect; the retry setting stretched recovery on the affected gateways. Leila had the old handoff open on her laptop. UTC window was there, but expected recovery was nowhere near the rollback threshold. Morgan: "yes, fix the handoff too."

Discussion (roughly in order)

Design Review Notes

Theo put four fields on the screen: retry interval, expected recovery duration, rollback threshold, and controlling UTC window. Nia proposed a fifth field for the named handoff recipient. Leila supported the combination because the field shift needs to know both what behavior is expected and who owns the decision if the threshold is crossed. We dropped the idea of flagging every conservative retry value as defective. Sometimes it is intentional. Add a short reason beside it so the shift doesn't have to guess.

Morgan wants plain status labels: observed / assessed / decided / corrected. A warning in a log should not show up in the customer field as a decided cause. Same for a draft template. Pilot results go in the pilot notes, not back into the June incident writeup.

Riley put this under the MEE-26 Regional Change Windows workstream. Today the slide still says Meridian Evidence Exchange. New name starts June 15; don't "fix" the name on these June 8 notes afterward.

Avery Lin agreed to organize the project references. I initially wrote "A. Lin to finalize the design" (too fast, and wrong). A. Lin in Product Finance is another employee, and Avery does not approve the technical design. The action below now says Avery Lin, Service Readiness, for indexing only. Theo Brooks is still the technical design owner.

Decisions

- The prototype will display the five configuration and handoff fields described above.
- UTC is controlling; named local timezone information may appear as additional context.
- The template will distinguish a planned value from an observed runtime value.

Design Review Notes

- Pilot gets its own change reference; IR-2026-017 stays as issued.
- Pasted old instructions should display as quoted text, not as a live template step.
- Production approval: still open.

Action checklist

- [x] Nia Foster - prepare the prototype field layout by 2026-06-09.
- [x] Theo Brooks - issue the design-review disposition by 2026-06-10.
- [] Leila Grant - validate handoff readability during CHG-2026-204.
- [] Morgan Iqbal - review status labels after the field pilot.
- [x] Avery Lin - file this note, the engineering-channel export, and the incident review.
- [] Riley Okafor - add the accepted control to the MEE-26 workstream plan without marking the workstream complete.

Edit and follow-up history

The original 2026-06-08 note used "A. Lin" in one action and described the prototype as "approved." Revision 1.1 preserves those earlier phrases in this edit history and clarifies them. Avery Lin is the Service Readiness analyst responsible for indexing; the prototype was accepted for pilot review, not approved for production deployment. No engineering decision changed in the edit.

Follow-up on 2026-06-10: Theo issued the disposition accepting the prototype for pilot use. Engineering will provide field labels; Field Services will test handoff language; Program Delivery will track the work under MEE-26. Production approval still open; owner to be assigned after the pilot.