

2010-06-14 TSC Call Minutes

From HL7 TSC

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TSC Agenda/Minutes

Meeting Info/Attendees

HL7 TSC Meeting Minutes		Date: 2010-06-14	
Location: call 770-657-9270 using code 124466#		Time: 11:00 AM U.S. Eastern	
GoToMeeting ID: 165-215-206			
Facilitator	Charlie McCay	Note taker(s)	Lynn Laakso
Attendee	Name	Affiliation	
x	Calvin Beebe	HL7 SSD SD	
x	Woody Beeler	HL7 FTSD	
	Bob Dolin	HL7 Board Chair	
regrets	Austin Kreisler	HL7 DESD	
x	Lynn Laakso	HL7 staff support	
regrets	Ken McCaslin	HL7 TSS SD	
x	Charlie McCay (chair)	HL7 TSC Chair	
x	Charlie Mead	HL7 ArB Chair	
x	Ravi Natarajan	HL7 Affiliate	
	Ron Parker	HL7 ArB Alternate	
x	John Quinn	HL7 CTO	
x	Gregg Seppala	HL7 SSD SD	
x	Helen Stevens	HL7 TSS SD	
x	Ed Tripp	HL7 DESD	
x	D. Mead Walker	HL7 FTSD	
Quorum Requirements (Co-chair +5 with 2 SD Reps) Met: yes			

Agenda

Agenda Topics

1. Introduction of visitors (including declaration of interests)
2. Agenda review and approval - Charlie McCay
3. Approve Minutes of
 - 2010-06-07 Minutes
 - 2010-05-15 TSC WGM Minutes, Saturday Meeting,
 - 2010-05-17 TSC WGM Minutes, Monday Co-Chairs Meeting,
 - 2010-05-19 TSC Minutes: Enterprise Architecture Alpha Projects Wednesday Q4,
 - 2010-05-20 TSC WGM Minutes:Innovations Workshop Thursday Q1 & Q2,
4. Review action items –
5. HL7 Chair or CEO Report – if available
6. CTO Report - John Quinn
7. ArB Report – Charlie Mead/Ron Parker
8. Affiliates Report – Ravi Natarajan
 - I am in process of collecting the Int.Affiliates TSC experimental group for Involving in the TSC Strategic projects. In terms of progress on communication project I will create the project scope statement next week.
9. Domain Experts Report– Ed
 - Domain Experts has two pending votes (one on a project scope closes on the 24th and one on a Mission and Charter closed on the 30th) No other activity.
 - **MOTION:** Request to approve Out of Cycle meeting for Generation of Anaesthesiology Standards WG (GAS) at TSC Tracker # 1567; Requested by Alan Nicol
10. Foundation & Technology Report– Woody /Mead
11. Structure & Semantic Design Report– Calvin / Gregg
12. Technical & Support Services Report- Helen
 1. Project Approval Process submitted by Project Services WG was approved
 2. Education WG is developing education strategic plan (target Oct2010 WGM)
 3. PIC has completed work on the new DMP (see agenda request) and has completed the pos-Rio co-chairs questionnaire.
 4. Publishing will be converting to MIF process for next cycle
 5. T3SD will be working with each of its WGs (2 per T3SD call) to complete a review of their project lists.
13. Membership Comments on Steering Division Reports
14. WGM Planning -
 - Preliminary results from the Post-Rio co-chairs questionnaire - Helen
 - Marketing and promotion - update from HQ -
 - TSC preparations - Lynn Laakso
 - Working Group preparations - agendas
15. Organizational Relations Committee update (semiweekly) - Helen Stevens
16. Discussion Topics:
 - TSC Nominations update (by Ken McCaslin): for SD co-chair 2011 cycle. We have received nominations for two SDs. I know that a third will be submitted potentially before Monday.
The fourth is waiting feedback from internal management to get authorization to

run for another term.

At this point I anticipate that we will have at least one nominee for each SD position prior to the expiration of the nomination cycle.

- Open Issues List

Supporting Documents

- http://www.hl7.org/Library/Committees/pi/PIC_SurveySummary_06102010.pdf

Minutes

Minutes/Conclusions Reached:

1. Call to order 11:03 am
2. Introduction of visitors (including declaration of interests) – no one from anesthesia identified themselves on the phone.
3. Agenda review and approval – John Quinn; motion to approve made by Mead/second by Helen, unanimously approved.
4. Approve Minutes of
 - 2010-06-07 Minutes
 - 2010-05-15 TSC WGM Minutes, Saturday Meeting,
 - 2010-05-17 TSC WGM Minutes, Monday Co-Chairs Meeting,
 - 2010-05-19 TSC Minutes: Enterprise Architecture Alpha Projects Wednesday Q4,
 - 2010-05-20 TSC WGM Minutes:Innovations Workshop Thursday Q1 & Q2,
 - motion to approve made Mead/Helen, unanimously approved
5. Review action items – please email Lynn with updates
6. HL7 Chair or CEO Report – not available
7. CTO Report - John Quinn had computer problems and was unable to get a report posted. He attended ISO TAG meeting. He also participated in panel on DHHS on availability and usability of open source EHR or other Health IT software.
8. ArB Report – Charlie Mead
 - Last week discussed moving forward with comments from peer review. Tony and he are working this week to create formal responses to all the dispositions
 - NCI hired Cecil to create first version of IF which is expected this week, Charlie to produce GF in next few weeks. ArB has discussed continued importance of differentiating the four frameworks and the HL7 IG of those frameworks. Steve Hufnagel has some observations on the progress of the EHR-S FM work.
9. Affiliates Report – Ravi Natarajan
 - I am in process of collecting the Int.Affiliates TSC experimental group for Involving in the TSC Strategic projects. In terms of progress on communication project I will create the project scope statement next week.
10. Domain Experts Report– Ed
 - Domain Experts has two pending votes (one on a project scope closes on the 24th and one on a Mission and Charter closed on the 30th) No other activity.
 - **MOTION:** Request to approve Out of Cycle meeting for Generation of Anaesthesiology Standards WG (GAS) at TSC Tracker # 1567; Requested by Alan Nicol

- Emails this past week indicated if they did not feel if they could not respond they did not feel the OOC should be approved
 - John turns over chair to Charlie
 - T3SD discussed and would vote against because they haven't gotten back to us. Mead agrees. Charlie agrees we cannot formally endorse it but the anesthesiology work is important and should be recognized that HL7 wishes to support it. Woody notes they also need to work with the TSC.
 - Ed withdraws the motion and will work with Lynn to communicate to GAS.
11. Foundation & Technology Report– Woody /Mead
 - Nothing to report.
 12. Structure & Semantic Design Report– Calvin / Gregg
 - Nothing to report
 13. Technical & Support Services Report- Helen
 1. Project Approval Process submitted by Project Services WG was approved
 2. Education WG is developing education strategic plan (target Oct2010 WGM)
 3. PIC has completed work on the new DMP (see agenda request) and has completed the pos-Rio co-chairs questionnaire.
 4. Publishing will be converting to MIF process for next cycle
 5. T3SD will be working with each of its WGs (2 per T3SD call) to complete a review of their project lists.
 14. Membership Comments on Steering Division Reports – no comments
 15. WGM Planning -
 - Preliminary results from the Post-Rio co-chairs questionnaire – Helen
 - PIC Survey summary reviewed, Q11 the most disappointing that local participation was lacking. Most of the responses were very positive and seemed the WGM is successful. Needs to go back to the WGM planning committee.
 - Woody notes that MnM had quorum only half their sessions but it was only just barely minimum. Quorum questions should be more nuanced into two or three questions. Ed recounts RCRIM was in a similar position. Perhaps ask if critical business was delayed due to inadequate representation. Helen agrees.
 - Charlie McCay congratulates them on the questionnaire and getting the information and having it available to present, to help plan future meetings. Trends after future meetings will be very informative.
 - Ravi asks about the local participation, and what will we do to improve it. Helen notes it is high on the priorities for the Sydney WGM planning. Efforts employed for Brazil did not work out as intended, like discounts to South Americans, contacts to local agencies.
 - Charlie McCay asks that we look at more information from the WGM planning committee when it is available. Helen is still trying to connect with the rest of that group.
 - Marketing and promotion - update from HQ
 - TSC preparations - Lynn Laakso
 - Working Group preparations - agendas – Rio agenda links removed and ready for Cambridge agendas
 16. Organizational Relations Committee update (semiweekly) - Helen Stevens
 - ORC met and is trying to work on spreadsheet of all agreements, to simplify. Relationships where agreements are not needed could be removed from tracking,

relationships not adding value to be removed. Would like agenda time in Cambridge to discuss. Looking ot inform cochairs on what types of relationships need agreements. ACTION ITEM: Lynn to add to Cambridge agenda.

17. Discussion Topics:

- TSC Nominations update (by Ken McCaslin): for SD co-chair 2011 cycle. We have received nominations for two SDs. I know that a third will be submitted potentially before Monday.
The fourth is waiting feedback from internal management to get authorization to run for another term.
At this point I anticipate that we will have at least one nominee for each SD position prior to the expiration of the nomination cycle.
- If anyone knows of people who should be encouraged to stand, please nominate them.

18. Adjourned 11:32 am

Next Steps

Actions <i>(Include Owner, Action Item, and due date)</i>
■ .
Next Meeting/Preliminary Agenda Items
■ .

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