2010-06-28 TSC Call Minutes

From HL7 TSC

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TSC Agenda/Minutes

Meeting Info/Attendees

HL7 TSC Meeting Minutes Location: call 770-657-9270 using code 124466# GoToMeeting ID: 165-215-206		Date: 2010-06-28 Time: 11:00 AM U.S. Eastern	
Facilitator	Charlie McCay	**Note taker(s)**	Lynn Laakso
Attendee	**Name**	**Affiliation**	
x	Calvin Beebe	HL7 SSD SD Co-Chair	
x	Woody Beeler	HL7 FTSD Co-Chair	
	Bob Dolin	HL7 Board Chair	
x	Austin Kreisler	HL7 DESD Co-Chair	
x	Lynn Laakso	HL7 staff support	
x	Ken McCaslin	HL7 TSS SD Co-Chair	
x	Charlie McCay (chair)	HL7 TSC Chair, Affiliate Representative	
	Charlie Mead	HL7 ArB Chair	
x	Ravi Natarajan	HL7 Affiliate Representative	
	Ron Parker	HL7 ArB Alternate	
x	John Quinn	HL7 CTO	
x	Gregg Seppala	HL7 SSD SD Co-Chair	
x	Helen Stevens	HL7 TSS SD Co-Chair	
x	Ed Tripp	HL7 DESD Co-Chair	
	D. Mead Walker	HL7 FTSD Co-Chair	
Quorum Requirements (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
4. Review action items –
    - #1544 look into options for a common approach for version control - Austin's update: Strongly encourage HL7 to require use of SVN for storing at least ballot artifacts.
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/ Charlie McCay
9. Domain Experts Report– Austin Kreisler/Ed Tripp
10. Foundation & Technology Report– Woody Beeler/Mead Walker
11. Structure & Semantic Design Report– Calvin Beebe/Gregg Seppala
12. Technical & Support Services Report- Ken McCaslin/ Helen Stevens
13. Membership Comments on Steering Division Reports
14. WGM Planning -
    - TSC preparations - Lynn Laakso
    - Working Group preparations - agendas
15. Organizational Relations Committee update (semiweekly) - Helen Stevens
16. Discussion Topics:
    - TSC Nominations: As of 2010-06-25, there is a nominee for all positions on the TSC up for election including the Affiliate Representative.
    - Open Issues List

Supporting Documents

1. CTO Report - http://gforge.hl7.org/gf/download/docmanfileversion/5747/7357/CTOECReport28Jun10.doc

Minutes

Minutes/Conclusions Reached:

1. Introduction of visitors (including declaration of interests) - none
2. Agenda review and approval - Charlie McCay; approved without change.
3. Approve Minutes of 2010-06-21 TSC Call Minutes approved by general consent
4. Review action items –
    - #1544 look into options for a common approach for version control - Austin's update: Strongly encourage HL7 to require use of SVN for storing at least ballot artifacts.
    - Austin further reports he is working on the quality plan project statement, and this action item is part of configuration management for ballot artifacts. For Elements that are not under the quality plan we can keep this action item open.
    - Tooling plan next steps is requirements definition for shared artifacts repository, notes John.
5. HL7 Chair or CEO Report – not available
6. CTO Report - John Quinn. Included report as it is being submitted to the Executive

Committee.

- Charlie reiterates the need for product strategy, and TSC input to the business plan to be considered. ACTION ITEM: Charlie will send an email to Bob and Chuck to get some preparatory input into the process. With an intent to discuss Business model alignment of revenue streams to value produced, it seems the TSC needs input into that business plan.
- Ravi asks if there is a way to see minutes of Board meeting? John notes the board retreat is not usually a decision making session, and mostly the advisory committee. It's a valid request to the Board that a summary be given to the TSC. Charlie will add to his email. Helen notes that the only thing published on the web site is a summary of motions.

7. ArB Report – Charlie Mead/Ron Parker
8. Affiliates Report – Ravi Natarajan
   - Ravi has no updates from the Int. Affliates perspective. I am yet to update the initial draft TSC Communication Plan project scope statement.
   - for affiliate meeting, less feedback to the dates so have extended the poll.
   - Charlie has a call tomorrow with Catherine on HL7 EU communication plan draft.
9. Domain Experts Report– Austin Kreisler
   - Votes underway, something for TSC next week.
10. Foundation & Technology Report– Woody Beeler
    - Meeting scheduled this week.
11. Structure & Semantic Design Report– Calvin Beebe
    - Nothing this week, scheduling a meeting.
12. Technical & Support Services Report- Ken McCaslin
    - Two projects HL7 Harmonization Framework and Exchange Architecture, and EHR Computationally Independent Information Model – pushed to different Steering Division i.e. SSD SD. Both promoted by ArB, no ArB on the call. Steve Hufnagel is facilitator.
    - Reviewed projects for some WG in SD, cycling through all
13. Membership Comments on Steering Division Reports - none
14. WGM Planning –
    - Cost of meetings outside of 8am-5pm to rearrange meetings having early start times. Ken has early morning tutorials, several WG have early meetings, Roadmap
    - Ravi notes that CfH is curtailing travel and wonders what the teleconferencing availability might be. Helen notes she has not been included in any planning. John notes that Sydney meeting contract dates are coming to a close in a day or so, so the planning for Cambridge is sort of on hold. Charlie will add that to his email to Chuck and Bob.
    - Helen notes the survey results indicated we need stronger technology support for things like webex from the meeting rooms.
    - Lynn will notify HQ of these concerns.
    - International Council asked for confirmation whether Sydney's on or off; John notes we'll have confirmation after the 30th. Helen notes that the date of the 30th for a remaining decision point on whether the WGM would be happening was not known by the membership. Charlie notes we'd like to have better communication back to the TSC.
    - TSC preparations - Lynn notes they are working on details for both Cambridge and Sydney.
    - Working Group preparations - agendas
15. Organizational Relations Committee update (semiweekly) - Helen reports they did not meet

last week.
16. Discussion Topics:
   - TSC Nominations: As of 2010-06-25, there is a nominee for all positions on the TSC up for election including the Affiliate Representative. Karen Van had suggested the Board Nominations committee also seek candidates for the TSC to have an election. Ken had not sought out additional candidates once there were nominees for each SD.
   - Work towards a three-person nominations committee for future, and grant Ken ability to see who the nominees are for this cycle.
   - **MOTION:** Helen moves that Ken be given privileges of a nominations committee member to see the candidate list. Woody seconds.
   - **VOTE:** Unanimously approved. ACTION ITEM: Ken will draft a description of the TSC nomination committee composition in more detail. Charlie suggests an EC member appointee.
   - Open Issues List
   - Helen will make it a priority to get some feedback on the WGM planning committee discussion, and find out what is happening for Cambridge for web support. John notes the cost savings impetus comes from Financial Committee and Executive committee. With CfH will there be web-based meeting options for Cambridge. The cost for web-based attendance is for the privilege of attending the meeting, where the onsite attendees also pay a portion of the registration fees for the provision of meals.
17. Adjourned 11:54am EDT.

Next Steps

Actions *(Include Owner, Action Item, and due date)*
- ACTION ITEM: Charlie will send an email to Bob and Chuck to get some preparatory input into the process. With an intent to discuss Business model alignment of revenue streams to value produced, it seems the TSC needs input into that business plan. He will further inquire on teleconferencing availability for Cambridge, and access to minutes of Board meetings and an update on the retreat. - Helen notes the survey results indicated we need stronger technology support for things like webex from the meeting rooms. Lynn will notify HQ of these concerns. - ACTION ITEM: Ken will draft a description of the TSC nomination committee composition in more detail.
Next Meeting/Preliminary Agenda Items
• Review draft description of the TSC nomination committee composition in more detail. • Review feedback on the WGM planning committee discussion, especially web based meeting support for Cambridge.

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