

# 2010-11-15 TSC Call Minutes

## From HL7 TSC

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## TSC Agenda/Minutes

### Meeting Info/Attendees

### Standing Conference Calls

TSC will hold a Conference Call at 11AM Eastern time, each Monday except during scheduled face-to-face Working Group Meetings unless otherwise noted at TSC\_Minutes\_and\_Agendas.

**Conference Call:** Uses HL7 Conference Call Service  
(<http://www.hl7.org/concalls/index.cfm?action=home.welcome>)

Dial **770-657-9270** and enter pass code **124466#**

**GoToMeeting** at <https://www.gotomeeting.com/join/165215206>

GoToMeeting ID: 165-215-206

<b>HL7 TSC Meeting Minutes</b>		<b>Date: 2010-11-15</b> <b>Time: 11 am EDT</b>
<b>Location: Dial 770-657-9270 and enter pass code 124466#</b>		
<b>Facilitator:</b> Charlie McCay		<b>Note taker(s):</b> Lynn Laakso
<b>Attendee</b>	<b>Name</b>	<b>Affiliation</b>
.	Calvin Beebe	HL7 SSD SD Co-Chair

x	Woody Beeler	HL7 FTSD Co-Chair
.	Bob Dolin	HL7 Board Chair
x	Dave Hamill	invited guest, HL7 PMO
x	Tony Julian	invited guest, HL7 FTSD
x	Austin Kreisler	HL7 DESD Co-Chair
x	Lynn Laakso	HL7 staff support
.	Patrick Loyd	invited guest, HL7 T3SD
x	Ken McCaslin	HL7 TSS SD Co-Chair
x	Charlie McCay (chair)	HL7 TSC Chair, Affiliate Representative
regrets	Charlie Mead	HL7 ArB Chair
x (1st half)	Ravi Natarajan	HL7 Affiliate Representative
.	Ron Parker	HL7 ArB Alternate
x	John Quinn	HL7 CTO
x	Gregg Seppala	HL7 SSD SD Co-Chair
.	Helen Stevens	HL7 TSS SD Co-Chair
x	Ed Tripp	HL7 DESD Co-Chair
x	D. Mead Walker	HL7 FTSD Co-Chair
regrets	Jay Zimmerman	Ad-Hoc member

**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. For Technical and Support Services: Dave Hamill
  - **Motion:** Approve Project Scope Statement  
 ([http://gforge.hl7.org/gf/download/trackeritem/1712/7740/2011JAN\\_PSS\\_PjtSvcsv\\_Dave](http://gforge.hl7.org/gf/download/trackeritem/1712/7740/2011JAN_PSS_PjtSvcsv_Dave)  
 for Project Services: 2011 Annual Updates to the Project Scope Statement Template at  
 TSC Tracker # 1712 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1712](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1712)) , and Project Insight # 715  
 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=715>)
4. Approve Minutes
  - 2010-11-08\_TSC Call Agenda

## 5. TSC Chair transition planning

## ■ Per 09.01.03.01 TSC Chair

Upon the resignation of the chair, the TSC shall select another member to fill the remaining term of office.

6. Review action items ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker\\_id=494](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494)) –

- Tracker # 1635 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_id=313&tracker\\_item\\_id=1635](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_id=313&tracker_item_id=1635)) , GOM Suggestion Proposal for TSC Nominations Committee (<http://gforge.hl7.org/gf/download/trackeritem/1635/7747/2010ProposalforTSC Election>).

During the 2nd Work Group Meeting each year (WGM is normally in May) the TSC will nominate a TSC member not currently up for election to be the chair of the TSC Nomination Committee. The committee will be made up of a member from each Steering Division and an International Council representative that are not currently up for election. They will be responsible to reach-out to viable candidates to encourage them to consider nomination. The goal is to have 2 candidates for each position prior to the expiration of the nomination period. The TSC Nomination Committee will dissolve at the end of the nomination period.

## 7. HL7 Chair or CEO Report – if available

## 8. CTO Report - John Quinn

## 9. ArB Report – Charlie Mead/Ron Parker

## 10. Affiliates Report – Ravi Natarajan/ Charlie McCay

## 11. Domain Experts Report– Austin Kreisler/Ed Tripp

■ **Motion:** Approve Project Scope Statement

([http://gforge.hl7.org/gf/download/trackeritem/1710/7732/HL7\\_PSS\\_Patient\\_Safety\\_Ris](http://gforge.hl7.org/gf/download/trackeritem/1710/7732/HL7_PSS_Patient_Safety_Ris) for Patient Safety: Risk Management Plans at TSC Tracker # 1710

([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1710](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1710)) , and Project Insight # 713

(<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=713>)

■ **Motion:** Approve Project Scope Statement

([http://gforge.hl7.org/gf/download/trackeritem/1711/7735/HL7\\_PSS\\_Periodic\\_Safety\\_re](http://gforge.hl7.org/gf/download/trackeritem/1711/7735/HL7_PSS_Periodic_Safety_re) for Patient Safety: Periodic Safety Report at TSC Tracker # 1711

([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1711](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1711)) , and Project Insight # 714

(<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=714>)

- **Motion:** During the WGM's recognize our "healthiest" work groups. Using our work group health metrics, identify the healthiest work groups and provide them public recognition of their health during one of the morning general sessions. The metrics to be considered for this should be limited to those metrics that are applied uniformly across all work groups. Not all metrics are being used for all work groups. In particular, the metric for balloting content does not apply to any of the work groups in T3SD, so for the purpose of this recognition should not be used. Work groups with "perfect" scores according to this limited set of metrics should be recognized.

- Discussion: I (Austin) had an private email exchange regarding this proposal with Rene Spronk. Rene pointed out that the work group health metrics are focused on identifying unhealthy work groups and that some of the metrics don't apply to all the work groups. I don't disagree with Rene that the metrics are best used for identifying unhealthy work groups, and are currently imperfect for identifying truly healthy work groups, but I still think recognizing our healthiest work groups based on the metrics is a good idea.
- 12. Foundation & Technology Report– Woody Beeler/Mead Walker
- 13. Structure & Semantic Design Report– Calvin Beebe/Gregg Seppala
  - **Motion:** Approve Project Scope Statement  
 ([http://gforge.hl7.org/gf/download/trackeritem/1714/7757/2011JAN\\_PSS\\_StrucDocs\\_KE](http://gforge.hl7.org/gf/download/trackeritem/1714/7757/2011JAN_PSS_StrucDocs_KE)  
 for Structured Documents: Self-Displaying CDA Documents at TSC Tracker # 1714  
 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1714](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1714)) , and Project Insight # 711  
 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=711>)
  - Also, approve Informative Ballot: HL7 Implementation Guide for CDA Release 2: Self-Displaying CDA, Release 1 (1st Informative Ballot), Unique Ballot ID: CDAR2\_IG\_SDISP\_R1\_I1\_2011JAN
- 14. Technical & Support Services Report- Ken McCaslin/ Helen Stevens
  - **Motion:** Approve Project Scope Statement  
 (<http://gforge.hl7.org/gf/download/trackeritem/1713/7741/EnterpriseEducationStrategic>  
 for Education: HL7 Enterprise-Wide Education Strategic Plan at TSC Tracker # 1713  
 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1713](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1713)) , and Project Insight # 708  
 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=708>)
  - **Motion:** Approve Project Scope Statement  
 ([http://gforge.hl7.org/gf/download/trackeritem/1712/7740/2011JAN\\_PSS\\_PjtSvcs\\_Dave](http://gforge.hl7.org/gf/download/trackeritem/1712/7740/2011JAN_PSS_PjtSvcs_Dave)  
 for Project Services: 2011 Annual Updates to the Project Scope Statement Template at TSC Tracker # 1712 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1712](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1712)) , and Project Insight # 715  
 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=715>)
- 15. WGM Planning - agenda setting for January and May WGM (6 weeks to go!)
- 16. Organizational Relations Committee update (semiweekly  
 (<http://www.hl7.org/concalls/index.cfm?action=home.welcome&listofwgids=112>) ) - Helen Stevens
- 17. Discussion Topics:
  - Product Quality Plan - recap of kickoff call
  - Open Issues List ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker\\_id=313](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=313))

## Supporting Documents

- [http://gforge.hl7.org/gf/download/trackeritem/1712/7740/2011JAN\\_PSS\\_PjtSvcs\\_DaveHamill](http://gforge.hl7.org/gf/download/trackeritem/1712/7740/2011JAN_PSS_PjtSvcs_DaveHamill)

- <http://gforge.hl7.org/gf/download/trackeritem/1635/7747/2010ProposalforTSCElection.doc>
- [http://gforge.hl7.org/gf/download/trackeritem/1710/7732/HL7\\_PSS\\_Patient\\_Safety\\_RiskMana](http://gforge.hl7.org/gf/download/trackeritem/1710/7732/HL7_PSS_Patient_Safety_RiskMana)
- [http://gforge.hl7.org/gf/download/trackeritem/1711/7735/HL7\\_PSS\\_Periodic\\_Safety\\_report.d](http://gforge.hl7.org/gf/download/trackeritem/1711/7735/HL7_PSS_Periodic_Safety_report.d)
- [http://gforge.hl7.org/gf/download/trackeritem/1714/7757/2011JAN\\_PSS\\_StrucDocs\\_KBoone\\_](http://gforge.hl7.org/gf/download/trackeritem/1714/7757/2011JAN_PSS_StrucDocs_KBoone_)
- <http://gforge.hl7.org/gf/download/trackeritem/1713/7741/EnterpriseEducationStrategicPlanPr>

## Minutes

### Minutes/Conclusions Reached:

1. Introduction of visitors (including declaration of interests) – Dave Hamill, for Project Services
2. Agenda review and approval - Charlie McCay – approved by general consent
3. For Technical and Support Services: Dave Hamill
  - **Motion:** Approve Project Scope Statement  
 ([http://gforge.hl7.org/gf/download/trackeritem/1712/7740/2011JAN\\_PSS\\_PjtSvcs\\_Dave](http://gforge.hl7.org/gf/download/trackeritem/1712/7740/2011JAN_PSS_PjtSvcs_Dave) for Project Services: 2011 Annual Updates to the Project Scope Statement Template at TSC Tracker # 1712 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1712](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1712)) , and Project Insight # 715 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=715>)
  - Dave reviewed the major revisions proposed to the Project Scope Statement for 2011. Woody asks about removing the Public Document checkbox. He believes it needs to be addressed when a project comes forward. He notes people are walking away due to standards they wish to advance for public documents. We need to force the issue so that the Executive Committee addresses it up front and not after the committee has worked on developing the material for six months. Gregg and Austin agreed. Dave thanked Woody for the input. Noted the approval as public document needs to occur up front. Austin notes that projects surfacing a project scope statement after six months of work and then requesting the public document at that time is a corollary issue. Ken suggests we change it to clean up the Public Document issue and work on a GOM suggestion as part of the project – amend the scope to change Remove the 2.b Public Document checkbox to “modify Public Document checkbox to include manage the public document approval process” Charlie says address concerns around 2.b Public Document checkbox. Ken moves to amend; Woody seconds.
  - **Vote:** unanimously approved
4. Dave leaves the call
5. Approve Minutes
  - 2010-11-08\_TSC Call Agenda Ravi abstains. Passes 5/0/1.
6. TSC Chair transition planning
  - Per 09.01.03.01 TSC Chair  
 Upon the resignation of the chair, the TSC shall select another member to fill the remaining term of office.
  - Charlie notes he’s been pleased to chair the committee for the past three years but needs to make space and must resign. Process is clear in the GOM. Lynn asked if we

would name a new chair after filling the Affiliate Representative position; Charlie's not yet sure if he will resign as Affiliate Representative and hadn't yet tendered that resignation, though that is his preference. Assuming he resigns as affiliate rep, should we address that issue first and then name the TSC Chair; perhaps we need a new TSC Chair more promptly. Woody notes that the intent is to elect from the current membership. Charlie's remaining term goes through December of 2011. Charlie's parting recommendation, to open the nomination period quickly, don't wait for Affiliate rep process, and then a quick electronic vote. Mead asks what we need in a TSC Chair. Austin would like him to write up what he felt his duties were and an estimate of what it takes in time and other commitments. Monday calls, Friday Planning call, Monthly Board meeting and Board retreat, preparation for those and for participation on Board task forces and extensive involvement and preparation for and during WGMs. John adds there is a Technical leadership call. Ravi asks if there is a role in the ArB? The Technical leadership call is the TSC Chair, John, and ArB chairs that while scheduled weekly only occurs about once every three weeks, to discuss those kinds of issues. John notes it's important to understand that Charlie has effectively defined this role, and an incoming TSC Chair would probably have the same opportunity. Austin notes Charlie has set a high bar.

- Ken moves to start nominations tomorrow for two weeks and an electronic vote once nominations period completed, potentially announcing the vote on December 6. Woody asks if we need rules for nominations? John notes we'd prefer a self-nomination; please read whatever Charlie prepares, look at the GOM, and determine how you would fill that role. Ravi seconds. Restating the **Motion:** start nominations tomorrow for two weeks announcing to the TSCAdmins list, and an electronic vote starting November 30, once nominations period completed, to announce the vote on December 6; Nominations should include a description of how you intend to approach the post.
- Woody asks if candidates taking positions for next year should be eligible. That is not part of the GOM; it calls for current members. There is a part that allows a current TSC member that is ending their term of office; they can serve as an ad-hoc member. We're only talking about three weeks in December until member-elect term officially starts. If they have the energy to be a new member on the TSC as well as the chair, we can welcome that. Let's address it if it arises.
- **VOTE:** Unanimously approved (Tony abstains)

7. Review action items ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker\\_id=494](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494)) –

- Tracker # 1635 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_id=313&tracker\\_item\\_id=1635](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_id=313&tracker_item_id=1635)) , GOM Suggestion Proposal for TSC Nominations Committee (<http://gforge.hl7.org/gf/download/trackeritem/1635/7747/2010ProposalforTSC Election>).

During the 2nd Work Group Meeting each year (WGM is normally in May) the TSC will nominate a TSC member not currently up for election to be the chair of the TSC Nomination Committee. The committee will be made up of a member from each Steering Division and an International Council representative that are not currently up for election. They will be responsible to reach-out to viable candidates to encourage them to consider nomination. The goal is to have 2

candidates for each position prior to the expiration of the nomination period. The TSC Nomination Committee will dissolve at the end of the nomination period.

- **Motion:** Accept this as policy for TSC membership election; second by Woody

- **Vote:**unanimously approved

8. HL7 Chair or CEO Report – if available

9. CTO Report - John Quinn

- Chuck had meeting with Doug Fridsma last week but has no update.

10. ArB Report – not available

11. Affiliates Report – Ravi Natarajan has left the call

12. Domain Experts Report– Austin Kreisler

- **Motion:** Approve Project Scope Statement

([http://gforge.hl7.org/gf/download/trackeritem/1710/7732/HL7\\_PSS\\_Patient\\_Safety\\_Ris](http://gforge.hl7.org/gf/download/trackeritem/1710/7732/HL7_PSS_Patient_Safety_Ris) for Patient Safety: Risk Management Plans at TSC Tracker # 1710

(<http://gforge.hl7.org/gf/project/tsc/tracker/?>

action=TrackerItemEdit&tracker\_item\_id=1710) , and Project Insight # 713

(<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?>

action=edit&ProjectNumber=713)

- **Vote:** unanimously approved.

- **Motion:** Approve Project Scope Statement

([http://gforge.hl7.org/gf/download/trackeritem/1711/7735/HL7\\_PSS\\_Periodic\\_Safety\\_re](http://gforge.hl7.org/gf/download/trackeritem/1711/7735/HL7_PSS_Periodic_Safety_re) for Patient Safety: Periodic Safety Report at TSC Tracker # 1711

(<http://gforge.hl7.org/gf/project/tsc/tracker/?>

action=TrackerItemEdit&tracker\_item\_id=1711) , and Project Insight # 714

(<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?>

action=edit&ProjectNumber=714)

- **Vote:** unanimously approved.

- **Motion:** During the WGM's recognize our "healthiest" work groups.

- Defer to later in call.

13. Foundation & Technology Report– Woody Beeler – they are meeting this week.

14. Structure & Semantic Design Report– Calvin Beebe/Gregg Seppala

- **Motion:** Approve Project Scope Statement

([http://gforge.hl7.org/gf/download/trackeritem/1714/7757/2011JAN\\_PSS\\_StrucDocs\\_KE](http://gforge.hl7.org/gf/download/trackeritem/1714/7757/2011JAN_PSS_StrucDocs_KE) for Structured Documents: Self-Displaying CDA Documents at TSC Tracker # 1714

(<http://gforge.hl7.org/gf/project/tsc/tracker/?>

action=TrackerItemEdit&tracker\_item\_id=1714) , and Project Insight # 711

(<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?>

action=edit&ProjectNumber=711)

- Also, approve Informative Ballot: HL7 Implementation Guide for CDA Release 2: Self-Displaying CDA, Release 1 (1st Informative Ballot), Unique Ballot ID: CDAR2\_IG\_SDISP\_R1\_I1\_2011JAN

- Ken asks if there is urgency to ballot this now. John notes that ONC is asking for this type of thing. Mead asks if this will come under question of public document. Austin thinks they chose DSTU to avoid that question, though it's an implementation guide. Mead asks if any implementation guide can be published as DSTU and be publicly available. Austin notes that after a couple of years then

you have to advance it to normative. Ed asks why the implementation guide isn't going informative. Gregg notes you are only deferring the publicly available document question. Charlie asks if we want to let them run with that, or is there any further discussion.

- **Vote:** unanimously approved.
- **Vote:** To approve for January ballot – would change ballot ID and change ballot level to DSTU – unanimously approved.
- Informational Item: another project scope came to the SD, concerns were sent back to the WG; they redrafted and it is out for email ballot in SD and if it passes will bring next Monday. Ken will have to see if Helen is available to cover and we'll plan to have a meeting next week. Lynn will send out email confirming attendance for next week.

15. Technical & Support Services Report- Ken McCaslin/ Helen Stevens

- **Motion:** Approve Project Scope Statement  
([http://gforge.hl7.org/gf/download/trackeritem/1713/7741/EnterpriseEducationStrategicfor Education: HL7 Enterprise-Wide Education Strategic Plan at TSC Tracker # 1713](http://gforge.hl7.org/gf/download/trackeritem/1713/7741/EnterpriseEducationStrategicforEducation:HL7Enterprise-WideEducationStrategicPlanatTSCTracker#1713)  
([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1713](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1713)) , and Project Insight # 708  
(<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=708>)
- **Vote:** unanimously approved
- See above for Project Services: 2011 Annual Updates to the Project Scope Statement Template at TSC Tracker # 1712 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1712](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1712)) , and Project Insight # 715  
(<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=715>)

16. WGM Planning - agenda setting for January and May WGM (6 weeks to go!)

- move to Monday's agenda 22 Nov.

17. Organizational Relations Committee update (semiweekly

(<http://www.hl7.org/concalls/index.cfm?action=home.welcome&listofwgids=112>) ) - Helen Stevens is not available.

18. Discussion Topics:

- Product Quality Plan - recap of kickoff call
  - Recurring calls on Monday afternoons at 1 PM EST. Not everyone can make it every week but having it on the calendar. Announcements only going to TSCAdmins list; should there be broader invitation for participation or keep it as a TSC activity. Ken suggests we send updates to the cochair list and if they're interested they can get engaged. Austin will distribute minutes to cochairs list. Ken suggests we send an agenda.

19. Healthiest work groups

- **Motion:** During the WGM's recognize our "healthiest" work groups. Using our work group health metrics, identify the healthiest work groups and provide them public recognition of their health during one of the morning general sessions. The metrics to be considered for this should be limited to those metrics that are applied uniformly across all work groups. Not all metrics are being used for all work groups. In particular, the metric for balloting content does not apply to any of the work groups in T3SD, so



for the purpose of this recognition should not be used. Work groups with "perfect" scores according to this limited set of metrics should be recognized.

- Discussion: I (Austin) had an private email exchange regarding this proposal with Rene Spronk. Rene pointed out that the work group health metrics are focused on identifying unhealthy work groups and that some of the metrics don't apply to all the work groups. I don't disagree with Rene that the metrics are best used for identifying unhealthy work groups, and are currently imperfect for identifying truly healthy work groups, but I still think recognizing our healthiest work groups based on the metrics is a good idea.
- Austin got some pushback from Rene regarding WGH does more to point out unhealthy work groups rather than healthy ones. Ballot items, for example, not applicable to T3SD; should only measure ones applicable across all WGs. If we do it, there's only 6 weeks to the January WGM so may not occur until May. Ed asks if the Steering Division would identify metrics; the TSC would decide. Lynn can make suggestions and send to the list. Austin tables motion to next week.

Adjourned at 12:01 PM EST.

## Next Steps

### **Actions** *(Include Owner, Action Item, and due date)*

- Lynn will send out email confirming attendance for next week
- Austin will distribute agenda of Product Quality meeting to cochairs list to solicit participation
- Lynn can make suggestions on WGH metrics to use for 'perfect' scores and send to the list.

### **Next Meeting/Preliminary Agenda Items**

- Tabled *Motion*: 'During the WGM's recognize our "healthiest" work groups. Using our work group health metrics, identify the healthiest work groups and provide them public recognition of their health during one of the morning general sessions. The metrics to be considered for this should be limited to those metrics that are applied uniformly across all work groups. Not all metrics are being used for all work groups. In particular, the metric for balloting content does not apply to any of the work groups in T3SD, so for the purpose of this recognition should not be used. Work groups with "perfect" scores according to this limited set of metrics should be recognized.
- New project from SSD SD pending SD email vote
- WGM Planning - agenda setting for January and May WGM (6 weeks to go!)

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