

2011-01-24 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 (https://www.gotomeeting.com/join/165215206)		Date: 2011-01-24 Time: 11:00 AM U.S. Eastern
Facilitator: Austin Kreisler		Note taker(s): Lynn Laakso
Attendee	Name	Affiliation
regrets	Calvin Beebe	HL7 SSD SD Co-Chair
regrets	Woody Beeler	HL7 FTSD Co-Chair
	Bob Dolin	HL7 Board Chair
x	Tony Julian	HL7 FTSD Co-Chair
x	Austin Kreisler	HL7 TSC Chair, DESD Co-Chair
x	Lynn Laakso	HL7 staff support
regrets	Patrick Loyd	HL7 T3SD Co-Chair
regrets	Ken McCaslin	HL7 TSS SD Co-Chair
1st half	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	Ed Tripp	HL7 DESD Co-Chair
x	Jay Zimmerman	HL7 Affiliate Representative
x	Dave Hamill	HL7 PMO

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 - Austin Kreisler
3. Approve Minutes
 - 2011JanWGM, Sydney, NSW Australia, January 9-14 2011
 - 2010-01-12 TSC WGM SAIF Architecture Program Minutes
 - 2010-01-11 TSC WGM Agenda and minutes - Tuesday Luncheon Meeting
 - 2010-01-10 TSC WGM Agenda and minutes - Monday Co-Chairs Meeting
 - 2010-01-09 TSC WGM Agenda and minutes - Sunday Evening Meeting
 - 2010-01-09 TSC WGM Agenda and minutes - Sunday Q4 Activities with other SDOs
 - 2011-01-08 TSC WGM Agenda, and Minutes, Saturday Meeting
 - 2010-12-20_TSC_Call_Minutes
4. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494) –
 - From 2010-02-22: Lynn will look into options for version control for a common approach, with John's and Austin's help (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1544) , for Lynn (#1544)
 - Suspended: John and Charlie Mead will work on a one sheet overview of SAIF vs NIEM, reviewed by ArB with the HL7 position (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1548) . (#1548)
 - Suspended: Identify actions needed to be taken by the TSC based on Roadmap subcommittee recommendations (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1573) . (#1573)
 - Create Project Scope Statement for TSC Product and Services Strategy Project (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1579&start=0) for Ken (#1579)
 - Create Project Scope Statement for TSC T3F Strategic Initiative Review Project (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1581&start=0) for Woody (#1581)

- Revised plan for Enterprise Architecture Implementation Project (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1648&start=0) for Calvin and Charlie (#1648)

5. Review new WGM action items:

- Calvin will check with Keith on his Google Map for CDA Usage for V3 marketing/usage statistics.
- Ken will take issue # 1681 to Project Services on description of “process adoption” process, e.g. alpha vs endorsed vs. encouraged vs mandated i.e. Security Risk Framework Cookbook.
- Lynn and Austin to draft next WGM agenda
- Austin to follow up on the status of Healthcare Readiness Project Development (#1636)
- Lynn will combine projects 645 and 631, and close project 649 for the TSC.
- Woody to create a project scope statement for T3F Strategic Initiative Review.
- Ken and Lynn to draft a letter to Charlie thanking him for his service.
- Jane will set up a meeting with the members of the Tooling committee and Charlie and Grahame Grieve on the NCI RFP response.
- Bob will write the first draft and Calvin will look over his shoulder, and Charlie will review for incubator proposal process (not a specific incubator project)
- Architecture Implementation Program actions:
 - Lloyd working on artifact catalog
 - Patrick to develop Project Scope Statement and socialize with involved groups
 - Ken to set up Architecture Program listserv

6. HL7 Chair or CEO Report – if available

7. CTO Report - John Quinn

8. ArB Report – Charlie Mead/Ron Parker

9. Affiliates Report – Ravi Natarajan/ Jay Zimmerman

10. Domain Experts Report– Austin Kreisler/Ed Tripp

11. Foundation & Technology Report– Woody Beeler/Tony Julian

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

13. Technical & Support Services Report- Ken McCaslin/ Patrick Loyd

- Request to approve 2011 Project Scope Statement Template at TSC Tracker # 1752 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1752) , Project Insight # 715 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=715>)
- Discussion on Project Health metrics - see latest Project Report (http://gforge.hl7.org/gf/project/tsc/frs/?action=FrsReleaseBrowse&frs_package_id=98)

14. Membership Comments on Steering Division Reports

15. WGM Planning -

- Marketing and promotion - update from HQ -
- TSC preparations - Lynn Laakso
- Working Group preparations - agendas (http://wiki.hl7.org/index.php?title=WGM_information)

16. Organizational Relations Committee update (semiweekly
(<http://www.hl7.org/concalls/index.cfm?action=home.welcome&listofwgids=112>)) - Ken McCaslin
17. Discussion Topics:
 - Open Issues List (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=313)

Supporting Documents

- <http://gforge.hl7.org/gf/download/trackeritem/1752/7962/HL7ProjectScopeStatementv2011JanWGM.pdf>

Minutes

Minutes/Conclusions Reached:

Meeting called to order by Austin Kreisler at 11:06am EST

1. Introduction of visitors (including declaration of interests) – Dave Hamill representing the Project Scope Statement and Project Health topics.
2. Agenda review and approval - Austin Kreisler; move project scope statement to top of agenda - approved by general consent
3. Approve Minutes
 - 2010-12-20_TSC_Call_Minutes **unanimously approved.**
 - 2011JanWGM, Sydney, NSW Australia, January 9-14 2011 voting deferred to next week. John suggested polling those with regrets for next week to get their approval on the minutes.
 - 2010-01-12 TSC WGM SAIF Architecture Program Minutes
 - 2010-01-11 TSC WGM Agenda and minutes - Tuesday Luncheon Meeting
 - 2010-01-10 TSC WGM Agenda and minutes - Monday Co-Chairs Meeting
 - 2010-01-09 TSC WGM Agenda and minutes - Sunday Evening Meeting
 - 2010-01-09 TSC WGM Agenda and minutes - Sunday Q4 Activities with other SDOs
 - 2011-01-08 TSC WGM Agenda, and Minutes, Saturday Meeting
4. Expedited agenda items:
 - Request to approve 2011 Project Scope Statement Template at TSC Tracker # 1752 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1752) , Project Insight # 715 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=715>)
 - Dave described some of the changes to the scope statement. John added that Hans offered to coordinate some of the ONC requirements with the Lab effort. We don't have a structured way to manage coordination activities with ONC and that is of concern. John asks Dave and Karen to discuss with him further to monitor and track these requests as ONC makes them. Lynn notes Roadmap Reference should refer to Strategic Initiative. Dave notes that there's already a request for next year to remove the section.

- **Motion:** John moves to approve the document with the SI wording change. Ravi seconds.

- **Vote:** Unanimously approved.

5. ArB Report – Charlie Mead reports his email sent to the list on balloting SAIF book(let) for April ballot to define which parts are RM-ODP and which are not. Also whether need to address Frank's comments on ECCF. If there was no substance to address other than those ideas regarding alignment in Technology viewpoint and use of certification as noun/verb. ArB voted not to find the remaining comments as substantive. The disposition and notification functions on the peer review comments have been completed.
6. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494) –
 - From 2010-02-22: Lynn will look into options for version control for a common approach, with John's and Austin's help (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1544) , for Lynn (#1544)
 - The SVN function in GForge, as well as the regular GForge document tracker, or even wiki file upload versioning are all acceptable. The SVN option with Tortoise SVN client was thought to be too much overhead. This item can be closed.
 - Suspended: John and Charlie Mead will work on a one sheet overview of SAIF vs NIEM, reviewed by ArB with the HL7 position (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1548) . (#1548). John states that they are really two different universes. NIEM is dev methodology for specs across SDOs. SAIF is our methodology for different paradigms. If NIEM was only HL7 and they wanted to include services it would be more appropriate. Should we retain this item? Lynn described the initial reason for this issue. Austin asks John and Charlie to come back next week and address their further intent with this. ACTION ITEM John to talk to Charlie
 - Suspended: Identify actions needed to be taken by the TSC based on Roadmap subcommittee recommendations (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1573) . (#1573) Austin will review
 - Create Project Scope Statement for TSC Product and Services Strategy Project (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1579&start=0) for Ken (#1579) Ken is not on the call
 - Create Project Scope Statement for TSC T3F Strategic Initiative Review Project (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1581&start=0) for Woody (#1581) – Woody is not on the call
 - Revised plan for Enterprise Architecture Implementation Project (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1648&start=0) for Calvin and Charlie (#1648) – ArB is working on new Governance Framework as presented at January WGM, this can be closed.
7. Review new WGM action items: TSC Members please review!
 - Calvin will check with Keith on his Google Map for CDA Usage for V3 marketing/usage statistics.

- Ken will take issue # 1681 to Project Services on description of "process adoption" process, e.g. alpha vs endorsed vs. encouraged vs mandated i.e. Security Risk Framework Cookbook.
 - Lynn and Austin to draft next WGM agenda
 - Austin to follow up on the status of Healthcare Readiness Project Development (#1636)
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 - Woody to create a project scope statement for T3F Strategic Initiative Review.
 - Ken and Lynn to draft a letter to Charlie thanking him for his service.
 - Jane will set up a meeting with the members of the Tooling committee and Charlie and Grahame Grieve on the NCI RFP response.
 - Bob will write the first draft and Calvin will look over his shoulder, and Charlie will review for incubator proposal process (not a specific incubator project)
 - Architecture Implementation Program actions:
 - Lloyd working on artifact catalog
 - Patrick to develop Project Scope Statement and socialize with involved groups
 - Ken to set up Architecture Program listserv
8. CTO Report - John Quinn – already covered the conversation with Hans on ONC coordination.
 9. Affiliates Report – Ravi Natarajan/ Jay Zimmerman – Nothing to report
 10. Domain Experts Report–Ed Tripp – Two votes underway in the Steering Division coming to the TSC soon. One on next week's agenda
 11. Foundation & Technology Report–Tony Julian – no report
 12. Structure & Semantic Design Report–Gregg Seppala – nothing this week
 13. Technical & Support Services Report- no co-chairs available
 - Discussion on Project Health metrics - see latest Project Report (http://gforge.hl7.org/gf/project/tsc/frs/?action=FrsReleaseBrowse&frs_package_id=98)
 - Dave described the next release of Project Health metrics, with green, yellow, and red columns marking the aging of next milestone dates as active & on target, active & behind < 4 mos, or active and behind > 4 mos (one WGM cycle). Would like to come up with project scoring system similar to WG Health and incorporate into project approval process to provide input to Work Groups when bringing in new projects for approval to see how well they're managing their existing projects. Ed asks if we can change 'active' to 'pre-ballot active'. Austin notes that ballot status can be a black hole, also as some projects can sit in ballot statuses for long times – maybe need another set of columns to monitor time in ballot status, DSTU period, etc. Count of times they go through ballot was discussed by Dave and Karen.
 - How should Dave continue this? Use a GForge tracker like we do for WG Health metrics suggestions, or should Lynn coordinate with Dave. Austin asks him to come back next week to discuss further once we have better attendance. ACTION ITEM: Lynn will put the Project Health on next week's agenda and Dave will come back to discuss further.
 - Should Dave leave it viewable in the project spreadsheet? It's based on factual information, no reason to hide it.
 14. WGM Planning -

- Marketing and promotion - update from HQ – new WGM page is available on web site
 - TSC preparations - Lynn Laakso
 - Working Group preparations - agendas (http://wiki.hl7.org/index.php?title=WGM_information) has been updated for May WGM
 - TSC meeting for projects had a conflict in room requests (Weds Q4) – TSC Needs to have a way to allow its projects to meet in parallel. There was a discussion earlier about allowing projects to reserve rooms, not just work groups.
15. Organizational Relations Committee update (semiweekly (<http://www.hl7.org/concalls/index.cfm?action=home.welcome&listofwgids=112>)) - Ken McCaslin was not available.
16. Discussion Topics:
- postpone open issues list
 - Product Quality Plan meeting at 1 PM today is cancelled. Austin is looking at folding that in under the SAIF Architecture Program. One approach in the Product Quality Plan is to use the ECCF, which brings it into that Program realm. Ravi agrees that such a Product Quality Plan would be a deliverable of the SAIF Architecture program itself.
 - Gregg notes that the discussion at the WGM sounded like what we had done so far was interesting but not necessarily how we wanted to proceed? The approach to document the architecture used in the program (around the Composite Order) would provide an initial set of concrete examples.
 - Ed feels that understanding what customers expect from HL7 in a quality product is still worth pursuing separately. Austin noted that Bob was checking in on getting some poll results to help us determine that.
 - Austin will send an email on cancelling the call and hopefully we'll learn more on the architecture program at that time.

Adjourned 11:51 AM EST.

Next Steps

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

- John will check with Charlie Mead on whether a one sheet overview of SAIF vs NIEM is still needed.
- Product Quality plan meeting cancelled today; Austin will send an announcement.

Next Meeting/Preliminary Agenda Items

- Product Quality plan meeting cancelled
- 2011-01-31 TSC Call Agenda

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