**September 2015 WGM - Meeting Minutes**

**Date:** 2015/05/20  
**Time:** Tuesday Q2

<table>
<thead>
<tr>
<th><strong>Called by</strong></th>
<th>HL7 Electronic Services and Tools WG</th>
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<tbody>
<tr>
<td><strong>Facilitator</strong></td>
<td>Andy Stechishin</td>
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<td><strong>Purpose</strong></td>
<td>WGM</td>
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<td><strong>Note taker(s)</strong></td>
<td>David Burgess</td>
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**Attendees:**  
David Burgess, Lorraine Constable, Jeff Brown, Dave Hamill, Andy Stechishin, JD Baker, Kai Heitmamm, Michael van der Zel

**Regrets:**

**Agenda Topics**
- Project updates
- Tech Platform and Architecture Planning
- Election Announcements
- Andy Announcement

**Minutes/Conclusions Reached:**

- Discussed “Into to Tooling” as a topic for Paris WGM. (Maybe capture with the goal of using to create WG awareness, and encourage greater membership participation in EST.)
- Election Announcements / Succession planning:
  - 4 co-chairs up for election. The terms have staggered length of terms to prevent glut of co-chairs up for election at one time.
- Technical Platform Architecture Planning
  - To date the group has gathered a set of inputs, and list of items that need further documentation.
  - We are ready for the next phase of information gathering and dividing tasks.
    - Not knowing or being aware of different items, including HL7 HQ stuff, causes gaps and or duplication of work that is best kept to a minimum.
    - Information that we wish in gather includes:
      - User view
      - Technical Stack
      - APIs
      - Location of documentation
      - Support process
      - Location of data
      - Tutorials
      - Sub-items
      - Categories
      - Contact person
      - Custodian (person or group)
      - Meta data (such as)
        - Revenue generating
        - Core process support
  - Reviewed and added item to “HL7 Technical Service and Tools Inventory and Architecture” wiki page
    - See page for details
  - Michael to review draft of tooling diagram, and refine for discussion.
- Website needs improved search (and/or better use of keywords on individual webpages). Known deficiencies include “Helpdesk” and “DSTU”.
  - Add monthly agenda item for improving search capabilities
- EST should link to “How To” from EST main page.
- Decided to use GForge for tracking issues and backburner items (backlog low priority stuff)
- TSC Saturday co-chairs handbook page was fully integrated into the wiki.
  - Should add to how too, and link at the bottom of the main page for co-chairs
  - Steering Division talked about personalization – presently on hold.
- Tooling challenge:
  - There remains interest in moving forward with the tooling challenge.
  - JD Baker is still interest in sponsoring if centered on the EA tool.
Discussed getting more involvement from new member, education outreach
Let’s look to invigorate, Andy will drive, Dave H, David B, and Jeff, and JD will assist.

- Review project updates
  - 15 projects on the list
    - 742 - MAX – never approved by TSC.
      - Motion to close current project, and if needed have a new project created.
        - Lorraine/JD. Approved unanimously
    - 786 – HL7 Website Enhancements
      - Motion to close Dave H/Lorraine, Approved unanimously
    - 794 – Workgroups scratchpad, on hold, will continue to hold next milestone 1/2016
    - 799 – active, but TSC closed
    - 801 – old tooling project close bulk vote
    - 831 – completed
    - 880 – close
    - 913 – close old tooling challenge
    - 947 – vocab sponsor
    - 992 – leave active and update dates on upcoming call need to reinvigorate
    - 1032 – evaluate schedule but need to keep active, discuss at future call
    - 1058 – FMG to put on hold, address in future conference call, with FMG rep
    - 1064 – No WG or TSC approval need to dig up PSS and verify sponsors and research approvals
    - 1136 – Andy will investigate look into approvals
    - 1148 – Active and working on (Dave H will update dates)
      - Motion to approve and update projects listed above starting with 794 through project 1148. Lorraine/Jeff Approved unanimously

Actions
- Michael to update and forward tooling diagram for discussion.
- Dave H to check on project 1064 original PSS to verify sponsors and approvals.
- Dave H to update dates on project 1148
- Co-Chairs add website search enhancement topic as a monthly agenda item.

Proposed Agenda