HL7 EST Meeting Minutes

Date: 2016-01-19

Facilitator: David Burgess

Note taker(s): Andy Stechishin

Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>Lorraine Constable</td>
<td>Constable Consulting</td>
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<tr>
<td>Andy Stechishin</td>
<td>CANA Software &amp; Services</td>
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<tr>
<td>Tamara Kamara</td>
<td>HL7 International</td>
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<td>Laura Mitter</td>
<td>HL7 International</td>
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<td>Dave Hamill</td>
<td>HL7 International</td>
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<tr>
<td>Nat Wong</td>
<td>HL7 Australia</td>
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<td>Jeff Brown</td>
<td>ASCO</td>
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<td>David Burgess</td>
<td>LabCorp</td>
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<td>Ken MacCaslin</td>
<td>Accenture</td>
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Quorum Requirements Met: Yes

Agenda

1. Role call and agenda
Minutes

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2. Meeting called to order 3:03 PM Eastern
3. Minutes Review
   1. WGM Minutes - David has not completed yet will send to list this week
4. Wiki Issues
   1. Current state
      1. Still need to get responses from 5 people prior to restoring
      2. Still some 2000 orphaned pages, many appear to be abandoned
      3. Assessment that our wiki sign-up process was too permissive.
      4. Database backups are being made, process is being verified
      5. Report was provided by security group but has not been forwarded to EST co-chairs
   2. Next steps - review Tamara’s proposed procedure:
      1. A page on hl7.org that would only be accessible to people logged into the website. The individual must have a ‘Go members’ user id. The form on the page would collect information regarding the work group affiliation that qualifies the person for wiki access.
      2. An email notification would be generated to the co-chairs of the work group specified requesting authorization upon submission of the form. User information (Name & company) would be sent in the email.
      3. Once authorization is obtained via email then HL7 staff would
create a wiki account for the requestor. Random password generation and notification is automatic.

4. There was much discussion on the ramifications of this process though it was acknowledged that there must be some change.

5. Motion: Pilot the above process from now until September 2016 with an interim validation of results at the May 2016 WGM making any changes as necessary at the May 2016 meeting Ken/Nat carried unanimously

3. Proposed Wiki orphaned page process: review current orphaned pages and generate emails to the last editor requesting disposition of the page(s).

4. The escalation will be discussed on a future call, Nat asked if we received an escalation template. Tamara will follow-up.

5. Meeting adjourned at 3:55 PM Eastern