EST Teleconference – February 28, 2017

HL7 EST Meeting Minutes

Facilitator: Andy Stechishin
Note taker(s): Andy Stechishin

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<tr>
<th>Present</th>
<th>Name</th>
<th>Affiliation</th>
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<tr>
<td>×</td>
<td>Andy Stechishin</td>
<td>CANA Software &amp; Services</td>
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<td>David Johnson (DJ)</td>
<td>HL7 International</td>
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<td>×</td>
<td>Laura Mitter</td>
<td>HL7 International</td>
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<td>Dave Hamill</td>
<td>HL7 International</td>
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<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>Brian Pech</td>
<td>Kaiser–Permenente</td>
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<td>Wayne Kubick</td>
<td>HL7 CTO</td>
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Quorum Requirements Met: Yes

Agenda

1. Role call and agenda
2. Minutes
3. PSS
4. Project updates
5. Website
Minutes

1. Role call and agenda
   - Meeting called to order 2:02 PM Eastern
2. Minutes Review
   - **Motion**: Approve minutes of Wayne/David unanimous
3. PSS Revised Ballot Process (FMG)
   - **Motion**: Approve sponsorship of PSS with proposed changes
     Brian/Jeff unanimous
4. Project Updates
   1. Tooling Catalogue – updated the C-CDA Examples with the Report an Issue link, will add same to Tooling Catalogue, Andy has new item to add to Tooling Catalogue
   2. JIRA and Confluence Pilot – change to Confluence URL, Dave will look for PSS pilot, need to verify maintenance license, will investigate sign on options
   3. Web Meeting Try-outs – 2 more participants: HSI and Health Care Devices, sent the most up-to-date tip sheet
5. Website Updates
   1. No updates, large number of events occurring over the next cycle
6. Zulip for Work Groups
   1. Consensus was this would be useful but should be in-house (under HL7 control and ownership. There was some discussion
of other options but all agreed Zulip was the best choice.

7. Prepending List name on List Server Messages
   1. Suggestion from HIMSS – prefix the abbreviation of each list to a list server message (was WG but can only be the list name), some problems with display in Outlook Web
   2. DJ will investigate how this works when sending to multiple lists
   3. Discussed option for informing the general membership of the change, suggestion was HL7 e-News

8. Disaster Recovery & Escalation Process
   1. DJ met with the co-location team to understand the DR offerings and the cost involved (seemed to be expensive). DJ will define what servers need recovery, recovery parameters and so forth to see if an in-house solution is more cost-effective while meeting our needs.
   2. Some discussion on the development of communication plans.

9. Next Meeting
   1. Jeff will chair (swapped chairing responsibilities from April 25 with Brian), Andy, David, and DJ will not be able to attend.
   2. Next WGM – Jeff will be in attendance

10. Meeting adjourned at 2:55 PM Eastern