Electronic Services and Tools Workgroup  
Conference Call - April 11, 2017 (2:00 pm ET)

Facilitator: Jeff Brown  
Scribe: Jeff Brown

Attendance

<table>
<thead>
<tr>
<th>Present</th>
<th>Name</th>
<th>Affiliation</th>
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<tr>
<td>✔️</td>
<td>Jeff Brown (co-chair)</td>
<td>ASCO’s CancerLinQ</td>
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<td></td>
<td>Andy Stechishin (co-chair)</td>
<td>CANA Software &amp; Services</td>
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<td>David Burgess (co-chair)</td>
<td>LabCorp</td>
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<td></td>
<td>Brian Pech (co-chair)</td>
<td>Kaiser-Permenente</td>
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<td></td>
<td>Nat Wong (co-chair)</td>
<td>HL7 Australia</td>
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<td></td>
<td>Michael Van der Zel (co-chair)</td>
<td>HL7 Netherlands</td>
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<td>Wayne Kubick</td>
<td>HL7 CTO</td>
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<td>✔️</td>
<td>Laura Mitter</td>
<td>HL7 International</td>
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<td>✔️</td>
<td>David Johnson (DJ)</td>
<td>HL7 International</td>
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<td>✔️</td>
<td>Dave Hamill</td>
<td>HL7 International</td>
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Quorum Requirements Met: Yes

Agenda

Agenda Topics

1. Agenda review and approval *(Suggestions or additions to and acceptance of agenda)*  
   - Andy unavailable
2. Minutes review and approval  
   - Minutes of March 28, 2017
3. Co-Sponsor [PSS on Standards Grid ]
4. Project Updates  
   - JIRA and Confluence Pilot  
   - Web Meeting Try-outs
5. Website Updates
6. Disaster Recovery & Escalation Process
7. Next Meeting

8. Parking lot for upcoming meetings
   1. Review Combined project roadmap and prioritize
   2. EST Strategic Plan - Current Year Targets (review at WGM)
   3. Risk Register

**Minutes:**

- Approval of minutes from meeting of March 28, 2017
  - Dave Hamill made motion to approve. Laura Mitter seconded the motion.

- Co-Sponsor [PSS on Standards Grid ]
  - Due to lack of co-chair availability and background on PSS, this was put off until next meeting.

- JIRA and Confluence Pilot
  - DJ expecting to receive updates this week.

- Web meeting Try-outs
  - Dave Hamill working with Wayne on path forward for roll-out
  - DJ is working on co-chair user id / passwords – rollout should not occur until set up.

- Website updates
  - Laura confirmed, via discussion with Lynn Laakso, that standards updates to the Master Grid are a manual process as of now.

- Disaster Recovery & Escalation Process
  - No updates this week.

- Next meeting
  - The next workgroup meeting is scheduled for April 25, 2017
  - Brian to chair.

- Adjournment at 2:21 pm ET.