September 2016 HL7 WGM Minutes for EST

**Monday Q3**
Facilitator: David Burgess  
Note taker(s): David Burgess  
Attendees: David Burgess  
Quorum Requirements Met: No  
  Note: This meeting was setup as a time and place to work on outstanding issues. This cycle no work was planned, but the spot was reserved for any impromptu work that needed attention.  
  (Quorum was not expected)

**Agenda:**
- Outstanding project working session

**Minutes:**
- No outstanding projects at this time, meeting was dismissed.

**Tuesday Q2**
Facilitator: David Burgess  
Note taker(s): David Burgess  
Attendees: David Burgess, Andy Stechishin, Dave Hamill, Wayne Kubrick  
Quorum Requirements Met: Yes

**Agenda:**
- Project Updates  
- Tooling Catalogue  
- C-CDA Sample Query  
- JIRA / Confluence Pilot

**Minutes:**
- Reviewed Tooling Catalogue  
  o Updated links to catalogue in HL7 wiki.
o Discussed spreadsheet that should be used by workgroups to add or update entries to the catalogue
o Discussed engaging the TSC to help ensure a processes and procedures throughout the organization to ensure the catalogue is kept up to date.
o Talked about the need to have a good definition of “What is a Tool”.
o Andy to address some further updates, including the fix for a formatting issue found by Dave.
o We decided that a regular review (possibly annually) of all the products listed in the catalogue should be divided among the co-chairs for review and engagement with responsible parties.
  • Discussed use of GitHub for support for the Tooling Catalogue, as well as use with other HL7 initiatives, and ways to help regulate the proper use and controls of HL7 intellectual property. Concluded further review needed to be conducted. DJ is already looking into this.
  • Discussed the interactions between EST and other workgroups, and the roll Liaisons play in keeping workgroups interacting cohesively.

**Thursday Q1**
Facilitator: Andy Stechishin
Note taker(s): David Burgess
Attendees: David Burgess, Andy Stechishin, Dave Hamill, Wayne Kubrick
Quorum Requirements Met: Yes

**Agenda:**
- Strategic Planning (current year targets based on Tooling Catalogue)
- M&C
- SWOT
- Meeting times
- Next WGM Quarters

**Minutes:**
- Strategic Planning (current year targets based on Tooling Catalogue)
Identified a need for well-defined tooling plan.
  - Should include budget planning (project funding)
  - We discussed challenges supporting an organization like HL7, without a strategic direction for consistent tooling and platforms used for new development. (Presently there appears to be no benefits from the economies of scale, that are achieved in organizations that maintain standards of development.)
  - How do we encourage consistent tools and platforms for tools and products going forward? (Especially in a volunteer organization.) Ideas included:
    - Publishing of sanctioned tools and platforms
    - Providing recognition for development that follows guidelines (including early engagement with EST early in the development cycle.)
  - Discussed the need to be flexible enough to make exceptions to guidelines, but felt we still have a need to put guidelines in place.
  - Discussed the Vocabulary WG need and risk factors of not migrating to new tool.
  - Talked about recruiting more participation/membership in EST, and reengaging the liaisons from the workgroups.
  - Discussed reducing the places where we list tools and resources to prevent the maintenance of multiple (and often conflicting) sources of truth. Need to redirect everyone to the Tooling Catalogue as the only source of truth.

- Tooling Catalogue discussion:
  - Review of spreadsheet, and any possible changes or updates
  - Discussed modifying the risk “Weight” factors.
  - Voted on Motion to add the following question to PSS template. “Are you creating of using any specific tools for this project?”
    - **Motion by David Burgess, seconded by Dave Hamill. Passed unanimously.**

**Action Items:**
- Andy to review Tooling Catalogue spreadsheet for next call.
- As a group we need to think about and try to define “What is a tool?”.
- David Burgess to email Freida Hall, Rick Haddorff, and Dave Hamill to have the PSS question added to the template.

**Thursday Q2**
Facilitator: Jeff Brown
Note taker(s): David Burgess
Attendees: Jeff Brown, David Burgess, Andy Stechishin, Wayne Kubrick, Mathew Graham
Quorum Requirements Met: Yes

Agenda:
- Update from liaisons

Minutes:
- Discussed times for Liaison call (Thursday 2:00pm EST?)
- Mathew Graham update – Mobile Health
  - Ongoing work with CMAFF meeting with ONC, for mobile apps.
    - Working through some security issues / concerns
    - ONC evaluation issues guidance vs regulation. (seeking guidance as first step)
    - Medical apps vs health apps. (regulated vs wild west)
  - Short messaging going to ballot
  - Environmental Survey
    - Apple health kit (as first trial of survey)
  - Messaging Work Bench
    - Issues with Windows 10
    - Written in Delphi Pascal
    - Over 350,000 lines of code (Spaghetti code at that.)
    - Some competing products exists, but none of them provide profiling. (Profiling is used to generate and support testing and validation within the scope of V2).
- Group discussed purpose of liaison group to share awareness of tools and technology outside of the organization.
- Talked about engaging vendors and developers to provide scope and guidance prior to development.
  - Discussed engaging more commercial vendors into the HL7 community.
  - Explored tooling challenge as a way to provide incentive for getting work done.
  - Look at listing vendors (by product catalog) (listing for members only?)
  - HIMMS v2 showcase (visibility) (Reengaging V2 community)

Action Items:
- David to contact vocab co-chairs about designation a tooling liaison to engage with EST in regards to their need for new tooling.
- EST Co-chairs to review liaison list for work groups, and make sure we have an active participant.