EST Teleconference - May 24, 2016
HL7 EST Meeting Minutes Date: 2016–05–24

Facilitator: David Burgess
Note taker(s): David Burgess

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<tr>
<th>Present</th>
<th>Name</th>
<th>Affiliation</th>
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<tr>
<td>X</td>
<td>Tamara Kamara</td>
<td>HL7 International</td>
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<td>X</td>
<td>Laura Mitter</td>
<td>HL7 International</td>
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<td>X</td>
<td>Dave Hamill</td>
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<td>Nat Wong</td>
<td>HL7 Australia</td>
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<td>Jeff Brown</td>
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<td>X</td>
<td>David Burgess</td>
<td>LabCorp</td>
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<td>X</td>
<td>Wayne Kubrick</td>
<td>HL7 International</td>
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<td>Michael van der Zel</td>
<td>HL7 Netherlands</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)*
2. Minutes review and approval
   - WGM minutes – (not yet published)
3. Test connectivity models (ZOOM testing today)
4. Conference Call Schedule
5. Project Updates
   - Technical Platform and Architecture PSS – Contract finalized?
   - Atlassian Product Review
     - HipChat
     - Jira
     - Confluence
6. Website Updates
7. Next Meeting

**Minutes**

1. Agenda review and approval
2. Minutes review and approval
- WGM minutes – (not yet published)

3. Test connectivity models (ZOOM testing today)
   - Used a variety of communication methods. (PC audio, landline phone, screen share, passing application remote control, and video conferencing.)
   - Limitations had to do with only Dave currently allowed to be the host.
     - Questions about configuring pro accounts and how HL7 would do that remain.
     - At times there where some audio lag with VoIP.
   - Next step
     - Continue to evaluate Zoom during next week’s conference call.
     - David Burgess to reach out to Michael to get a copy of the evaluation spreadsheet he started to build during the May WGM

4. Conference Call Schedule
   - We will meet again next week, and will then switch to an every other week schedule.
   - Still wanting to set up an alternate week call for co-chairs and international members to stay in touch with what is occurring in the workgroup. (More than likely time and dates will fluctuate. At this time we are still working on setting up a call.)

5. Project Updates
   - Technical Platform and Architecture PSS
     - The contract has been awarded to Results4Care
   - We will continue to monitor, and try to be active participants in the evaluation of the Atlassian products, as well and solicit other groups to assist in the evaluation. Those products include:
     - HipChat (Possible alternative to Zulip)
       1. Note: slack was reviewed but deemed too expensive.
     - Jira
       1. Bug tracking and project management software.
     - Confluence
       1. Team collaboration platform.

6. Website Updates

7. Next Meeting
   - We will meet again in one week and then meet every other week after that.