HL7 EST Meeting Minutes

Date: 2016–03–01

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

Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy Stechishin</td>
<td>CANA Software &amp; Services</td>
</tr>
<tr>
<td>Tamara Kamara</td>
<td>HL7 International</td>
</tr>
<tr>
<td>Laura Mitter</td>
<td>HL7 International</td>
</tr>
<tr>
<td>Dave Hamill</td>
<td>HL7 International</td>
</tr>
<tr>
<td>Nat Wong</td>
<td>HL7 Australia</td>
</tr>
<tr>
<td>Jeff Brown</td>
<td>ASCO</td>
</tr>
<tr>
<td>David Burgess</td>
<td>LabCorp</td>
</tr>
</tbody>
</table>

Quorum Requirements Met: Yes

Agenda

1. Role call and agenda
2. Minutes review and approval
   - Feb 16, 2016 minutes
3. Wording for EST list notice
4. Wiki Issues
5. EST Strategic Plan - Current Year Targets
6. Risk Register
7. Project Updates
   - Technical Platform and Architecture PSS
8. Website Updates
9. Next Meeting
10. Review of Projects 5 years or older
11. Parking lot for upcoming meetings
   - 1. Review Combined project roadmap and prioritize

Minutes

1. Role call and agenda
2. Meeting called to order 3:03 PM Eastern
3. Minutes Review
   - Motion: Approve minutes of Feb 16 as posted Andy/Tamara unanimous
4. Wording for EST List notice
   - Andy will take action to create wording and circulate to co-chairs and Dave and Tamara. wording should request a response to ensure that messages are received appropriately.
5. Wiki Issues
   - Have not received the escalation process, will wait one more cycle.
6. EST Strategic Plan
- David will deliver last updated document by Thursday and then he and Andy will review together

7. Risk Register
   1. no updates

8. Project Updates
   1. Technical Platform and Architecture
      - Dave will follow up

9. Website Updates
   - Request for work group White Paper, Tamara created a PSS with Dave, few more edits and then will forward for approval on next meeting
   - There was a request for an additional field to be added to the OID Registry to support FHIR.

10. List Server Issues
    - David reported that he is having large issues receiving emails from the list servers. Tamara has looked at emails sent to LabCorp and it appears that emails are successfully being sent. David and Tamara will continue to work together to determine if the problem is within LabCorp or endemic to the list servers.

11. Co-Chair Election
    - David and Michael are up for election in May and David wondered if we were going to discuss any further reduction of co-chairs. Andy stated that the reduction that occurred in January was planned as we wanted Lorraine to remain and provide continuity. Andy felt that unless there was attrition, he
would support retaining the current co-chair count.

12. Review of Projects
   - Will schedule project review for Mar 29 teleconference

13. Meeting adjourned at 3:39 PM Eastern