EST Teleconference - May 31, 2016

HL7 EST Meeting Minutes

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

Present

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

Quorum Requirements Met: Yes

Agenda

1. Role call and agenda
2. Minutes review and approval
   - May 24, 2016 minutes

3. WGM Minutes

4. Wiki Issues
   - Escalation Process

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. Parking lot for upcoming meetings
   - 1. Review Combined project roadmap and prioritize

## Minutes

1. Role call and agenda

2. Meeting called to order 3:11 PM Eastern

3. Minutes Review
   - Motion: Approve minutes of May 24, 2016 as distributed
     Dave/Andy unanimous

4. WGM Minutes
   - Motion: Approve May 2016 WGM minutes Dave/Andy unanimous

5. Wiki Issues
   - Escalation process: Tamara had sent some items out to list, Andy believed he had responded was unsure. Wayne asked for a recap
of the item and David provided some of the history.

6. EST Strategic Plan
   - David will distribute latest updates to the list and will discuss next meeting.

7. Risk Register
   - Andy gave some background

8. Project Updates
   - Technical Platform and Architecture PSS - Andy provided an update that contract signed and work is moving forward.
   - JIRA pilot also now include Confluence (a collaboration tool).
     Andy commented that requirements (and the lack of commitment to provide these) is problemattic to making an informed decision. David is concerned about how EST will provide input on the evaluation process.
   - Alternate conferencing tools - EST has used ZOOM for two meeting and had some success. We will look at using Uberconference for our next conference. HTA is currently using Uberconference.

9. Website Updates
   - Added new survey

10. Next Meeting
    - In two weeks, David will try and see if there is another time that would work to have at least a co-chairs meeting.

11. Meeting adjourned at 3:54 PM Eastern