## Agenda Topics

1. Uber Conference  
2. Approve the May 31, 2016 Minutes  
3. Disaster Recovery & Escalation Process  
4. Services and Tools Architecture and Inventory Deliverable  
5. Website Updates

## Supporting Documents

### Minutes/Conclusions Reached:

**Uber Conference**  
Andy’s audio sounds better than skype and Andy was using the VOIP to UberConference  
Con - Names did not show for HQ Staff, only phone numbers  
Must use Chrome to share your screen  
But you can view someone’s screen using Firefox, etc.  
Laura connected via LinkedIn

**Approve May 31, 2016 Minutes**  
Motion by Hamill; seconded by Mitter; unanimously approved

**Disaster Recovery & Escalation Process**  
Tamara to send out the Escalation Plan that was approved in April and will attach the Disaster Recovery document.

**Services and Tools Architecture and Inventory Deliverable**  
Andy reviewed the deliverables 1, 2 and 3 for the project.

**Website update**  
Tamara addressed the Argonaut Wiki time-out issue last week  
Tamara to investigate the FastCGI issue that Andy is encountering on HL7.org
<table>
<thead>
<tr>
<th><strong>Actions</strong> [include Owner, Action item and due date]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamara to place the Escalation Plan template on the EST WG Documents area</td>
</tr>
<tr>
<td>Tamara to discuss offline where to place the Disaster Recover document and then let the ES Closed listserv know where that is located.</td>
</tr>
<tr>
<td>Tamara to investigate the FastCGI issue that Andy is encountering on HL7.org</td>
</tr>
<tr>
<td>Dave/Wayne to review the Services and Tools Inventory and Architecture deliverables</td>
</tr>
</tbody>
</table>

| **Next Meeting / Preliminary Agenda Items** |