EST Teleconference - August 9, 2016

HL7 EST Meeting Minutes

Date: 2016–08–09

*Facilitator: Andy Stechishin | Note taker(s)*:
Andy Stechishin

<table>
<thead>
<tr>
<th>Present</th>
<th>Name</th>
<th>Affiliation</th>
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<tr>
<td>×</td>
<td>Andy Stechishin</td>
<td>CANA Software &amp; Services</td>
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<td>David Johnson (DJ)</td>
<td>HL7 International</td>
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<td>Laura Mitter</td>
<td>HL7 International</td>
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<td>Dave Hamill</td>
<td>HL7 International</td>
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<td>Nat Wong</td>
<td>HL7 Australia</td>
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<td>Jeff Brown</td>
<td>ASCO</td>
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<td>David Burgess</td>
<td>LabCorp</td>
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<td>Wayne Kubick</td>
<td>HL7 CTO</td>
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Quorum Requirements Met: Yes

Agenda

1. Role call and agenda
2. Minutes review and approval
   ○ June 28, 2016 minutes

3. Disaster Recovery & Escalation Process
   ○ Placeholder until new Webmaster found

4. EST Strategic Plan - Current Year Targets

5. Risk Register

6. Project Updates
   ○ Technical Platform and Architecture
   ○ JIRA and Confluence Pilot
   ○ Web Meeting Try-outs

7. Website Updates

8. [[EST_WGM_Agenda_2016_Sep|WGM Agenda]]

9. Next Meeting

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

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Minutes

1. Role call and agenda

2. Meeting called to order 3:04 PM Eastern

3. Minutes Review
   1. *Motion*: Approve minutes of June 28 Jeff/Laura unanimous

4. Disaster Recovery
   ○ Andy provided background for DJ, DJ will look for material on Tamara’s computer

5. EST Strategic Plan
1. Will move from agenda to Thursday Q1 review in Baltimore

6. Risk Register
   1. No updates

7. Project updates
   1. Technical Platform and Architecture
      1. Andy provided a report on progress, data is now mainly stable with a few updates trickling in
   2. JIRA and Confluence Pilot
      1. Received a number of responses, Wayne will write up a set of requirements and put up a plan for evaluation
   3. Web Meeting Try-outs
      1. Dave is working on putting together an evaluation with plus/minus, the remaining candidates are Zoom, GoToMeeting and FreeconferenceCall. Target is to make a decision before WGM

8. Web Site
   1. Big project is the career matrix to assist with planning career and education using HL7

9. WGM
   1. Reviewed schedule, updates on Wiki

10. Next Meeting
    1. Regular time - will discuss meeting time in Baltimore with goal of increasing attendance (mainly of co-chairs)

11. DJ’s first call
    1. DJ reported that his first 2 weeks had been enjoyable
2. New Issue: when user requests forgotten password, receive plain-text with single try login (needs immediate reset). Some users do not like the idea of a plain text password sent in email. DJ will ask Appian for options on more robust solutions. Andy stated his preference would be for an email with a time-limited (1 or 2 hours) link that would go to a password reset and then send a confirmation that the password had been reset.

12. Meeting adjourned at 3:51 PM Eastern