HL7 EST Meeting Minutes

Date: 2016–11–01

Facilitator: Jeff Brown
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
   - October 18, 2016 minutes
3. Disaster Recovery & Escalation Process
4. Project Updates
   - Tooling Catalogue updates
C-CDA Example Search
JIRA and Confluence Pilot
Web Meeting Try-outs

5. Website Updates
6. Next Meeting
7. Parking lot for upcoming meetings
   1. Review Combined project roadmap and prioritize
   2. EST Strategic Plan – Current Year Targets (review at WGM)
   3. Risk Register

Minutes

1. Role call and agenda
   1. Meeting called to order 3:07 PM Eastern
2. Minutes Review
   1. Motion: Approve minutes of Oct 18 Andy/Dave unanimous
3. Disaster Recovery & Escalation Process
   ◦ Andy was not able to put together starting items for discussion with DJ
4. Project Updates
   ◦ Tooling Catalogue updates
     • Andy provided an update on the latest work and had moved the repository ownership to HL7
   ◦ C-CDA Example Search
     • Andy updated on the progress and that the application is ready and the repository will be moved to HL7 ownership
   ◦ JIRA and Confluence Pilot
     • No action from David
○ Web Meeting Try-outs
  ■ Andy has not been able to signup for FreeConference call for ITS, will attempt for November 8 meeting.

5. Website Updates
  ○ None at this time

6. Next Meeting
  ○ Andy will try to get some alternate calculations on the Tool Assessment for review

7. Parking lot for upcoming meetings
  1. Review Combined project roadmap and prioritize
  2. EST Strategic Plan – Current Year Targets (review at WGM)
  3. Risk Register

8. New Items
  1. Planning for Liaison meeting – Andy and Jeff will email, perhaps target November 17

9. Meeting adjourned at 3:47 PM Eastern