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| HL7 Project Services Work Group (PS) MinutesLocation: Atlanta WGM | Date: 2015-10-08Time: Q3 at Working Group Meeting |
| **Quorum Requirements Met: Yes** |
| Facilitator | Freida Hall | Note taker(s) | Rick Haddorff |
| Attendee | Name | Affiliation |
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| X | Rick Haddorff (Co-Chair) | Mayo Clinic/Foundation |
| X | Freida Hall (Co-Chair) | Quest Diagnostics, Incorporated |
| X | Dave Hamill  | HL7 International |
|  | Ken McCaslin | Rene Harvey and Associates |
| Regrets | Bryant Johnson | Georgia State University |
|  | Lynn Laakso | HL7 International |
|  | Thomas Maroon | University of South Florida |
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**Open Forum**

* Pat Van Dyke contacted Dave Hamill; the International Task Force (ITF) wants to create a brief PSS for International Council affiliates usage. ITF presented Dave with suggested fields; Dave suggested the new template should look like the current PSS. Dave will create new PSS to vet through normal approval process; TBD if International Affiliates need to approve the project.

Will be a new template, but will need to following existing process for Affiliate approval; that approval process needs to be reviewed by ITF. The intent of the new template is to use abbreviated PSS to input affiliate’s projects into Project Insight.

* Also discussed PSS change requests to Ballot Type for 2016 PSS; Freida added suggestion from Ed Hammond to Tracker; need to get started on 2016 PSS as soon as possible after the WGM.
* Rick reviewed the Multi-year Plan PSS; it is investigative project. PSS needs to go to TSC for approval (TSC project). There is a list of considerations in the project scope; will seek pilot input on these items. The purpose/project has changed as it has evolved. 3-Year plans are currently done differently across Work Groups; Dave gets 3 Year plan input in multiple formats. Rick to send to Ken; ultimately needs to be on TSC agenda for approval.

**PBS Metrics**

-How do we make easier to find (topic form prior call).

**Action Item:** Dave to follow up with Tamara to determine how the search results are returned, e.g. what needs to be done so Search of PBS Metrics returns expected URL.

**Webinar – How to Complete Project Scope Statement**

Discussed content for the webinar

* Where to find the lasted PSS Templates
* Explain PSS template versions, e.g. with or without instructions, PSS Lite, (future) Affiliate PSS
* Explain convention for Investigative project
* Explain decision of what to include on single scope statement e.g. don’t need PSS per ballot, could include standard and associated implementation guidance on same PSS, etc.
* Explaining meaning of color coding, high level explanation.
* Additional instructions can be found in the “with instructions” version.
* We might want to have the TSC review since their prospective will be on PSS requirements for project approval.
* Could also seek ‘pilots’ of the PSS webinar.

**Planning**

* Next meeting will discuss results of survey for migrating PSS to web.
* Also review projects for those we might close.
* And 2016 PSS
* Resume calls October 22 at 9 am; with calls every other week.

**WG Effectiveness Survey**

Completed.