2011-09-13 TSC WGM Minutes

From HL7 TSC

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TSC Tuesday luncheon meeting for 2011 September WGM

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TSC WGM Agenda/Minutes

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<tr>
<th>HL7 TSC Meeting Minutes</th>
<th>Date: 2011-09-13</th>
<th>Time: 12:30 - 1:30 pm</th>
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<tbody>
<tr>
<td>Location: Pacific Salon 7, Town &amp; Country San Diego CA USA</td>
<td>Facilitator: Austin Kreisler</td>
<td>Note taker(s): Lynn Laakso</td>
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<thead>
<tr>
<th>Attendee</th>
<th>Name</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>x</td>
<td>Calvin Beebe</td>
<td>HL7 SSD SD Co-Chair</td>
</tr>
<tr>
<td>x</td>
<td>Woody Beeler</td>
<td>HL7 FTSD Co-Chair</td>
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<tr>
<td></td>
<td>Bob Dolin</td>
<td>HL7 Board Chair (member ex officio w/vote)</td>
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<tr>
<td>x</td>
<td>Freida Hall</td>
<td>invited guest, HL7 T3SD SD Co-Chair-elect</td>
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<tr>
<td></td>
<td>Chuck Jaffe</td>
<td>HL7 CEO (member ex officio w/o vote)</td>
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<tr>
<td>x</td>
<td>Tony Julian</td>
<td>HL7 FTSD Co-Chair</td>
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<tr>
<td>x</td>
<td>Austin Kreisler (Chair)</td>
<td>HL7 TSC Chair, DESD Co-Chair</td>
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<tr>
<td>x</td>
<td>Lynn Laakso (scribe, non-voting)</td>
<td>HL7 HQ</td>
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<td></td>
<td>Patrick Loyd</td>
<td>HL7 T3SD Co-Chair</td>
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<tr>
<td>x</td>
<td>Ken McCaslin</td>
<td>HL7 TSS SD Co-Chair</td>
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<tr>
<td>x</td>
<td>Charlie Mead</td>
<td>HL7 ArB Chair</td>
</tr>
<tr>
<td>x</td>
<td>Don Mon</td>
<td>HL7 Board Chair-elect (member ex officio w/o vote)</td>
</tr>
</tbody>
</table>
Ravi Natarajan  
HL7 Affiliate Representative

Ron Parker  
HL7 ArB Alternate

x John Quinn  
HL7 CTO (TSC member  *ex officio* w/vote)

regrets  
Pat Van Dyke  
HL7 SSD SD Co-Chair

x Mead Walker  
invited guest, HL7 DESD SD Co-Chair-elect

x Ed Tripp  
HL7 DESD Co-Chair

x Jay Zimmerman  
HL7 Affiliate Representative

x Reed Gelzer  
observer

x Mark Tucker  
observer

**Quorum Requirements (Co-chair +5 with 2 SD Reps) Met:** yes

**Agenda**

1. Publishing discussion on granularity of balloting topic vs. domain
2. Voting status of immediate past TSC chair position
3. WGM Planning
   - Better coordination of joint sessions between Work Groups
   - agenda setting next two WGMs -
     - Discussion on continued use of Sunday Q6 meeting time
     - 2012-01-14 TSC WGM Agenda San Antonio, TX USA at Hyatt Regency on the Riverwalk
     - 2012-05-12 TSC WGM Agenda Vancouver, BC CAN at Sheraton Vancouver Wall Centre Hotel
   - Schedule:
     - *(January)* Review TSC Decision Making Practices
     - *(May)* Review TSC Three-Year Plan
     - *(May)* Review TSC Communications Plan
     - *(September)* Review TSC SWOT

**Minutes**

Called to order at 12:50 PM PDT

1. Agenda review – remove ArB membership review
2. Publishing discussion on granularity of balloting topic vs. domain
   - Publishing will report back after review and discussion of ballot content
3. Voting status of immediate past TSC chair position
   - **Motion:** the immediate past TSC chair position is a voting member and contributes toward quorum expiring after one year. Motion made by Woody and seconded by Charlie.
   - Ken notes that the quorum requirements of chair plus five including 2 SD reps would not change.
   - **Vote:** unanimously approved.
4. WGM Planning
Better coordination of joint sessions between Work Groups – was discussed on Sunday

agenda setting next two WGMs -

- Discussion on continued use of Sunday Q6 meeting time
  Austin noted we may be able to get away with not holding the Sunday meeting session. The ArB has no better time for a substantive report to the TSC prior to the co-chairs meeting or the TSC update. While this cycle’s report was short, we have in the past spent a great amount of time on ArB updates. John teaches a tutorial Sundays at 5 so a 5-6 pm is a problem. We’ll need to explore alternatives. Session suggested is 5:15 PM to 6:30PM and released for supper. Charlie will not be attending the January meeting. The projects under ballot for the TSC need time scheduled for reconciliation – they can be listed as the primary WG with TSC as cosponsor so that their WG will perform reconciliation.

- 2012-01-14 TSC WGM Agenda San Antonio, TX USA at Hyatt Regency on the Riverwalk
- 2012-05-12 TSC WGM Agenda Vancouver, BC CAN at Sheraton Vancouver Wall Centre Hotel

Schedule:

(January) Review TSC Mission and Charter – Calvin will create a draft for the WGM
(January) Review TSC Decision Making Practices – Freida will draft an update for DMP.
(May) Review TSC Three-Year Plan
(May) Review TSC Communications Plan
(September) Review TSC SWOT – SWOT was just updated December of 2010. Discussion ensued on whether SWOTs should be reviewed every year or every two years. Metrics should be reflective of a review within the past two years

5. Review of WGH metrics suggestions (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=616)

- 1660 might be better a measure of quality for the strategic initiatives; this is now covered in the PBS Metrics. Ballots stuck in the pipeline may be related to the quality of the ballot material proposed, but may be related to a number of other causes. It’s an indicator that something is wrong.
- 1907 – Woody notes that what we should be asking for anything in formal status that the Work Group has committed the content to SVN. It should instead be a criterion for the publication request, that the source material has been checked into SVN and a link to SVN be provided.
- 1960 – balloting each cycle for every work group is a difficult metric. Vocabulary made it to the “Healthiest” WG this time because balloting was removed from criteria for healthiest consideration. Woody suggests participation in Harmonization as a criterion for future. Not everyone participates in Harmonization because they don’t have stuff to review, but those that have review items still need to have reviewers. SD-specific criteria was not recommended at this time.

6. New business

- Work group wanting to change Steering Division – we have no process for this. Woody notes that during the T3F review and assignment to the Steering Division. DESD told them that they needed approval of the entire work group, discussion with the SSD SD co-chairs and then come back. Put this on the TSC Issue tracker for an upcoming call.

Adjourned 1:35PM
This page was last modified on September 26, 2011, at 18:18.