2013-06-10 TSC Call Minutes

From HL7 TSC

TSC Agenda/Minutes

Meeting Info/Attendees

<table>
<thead>
<tr>
<th>HL7 TSC Meeting Minutes</th>
<th>Date: 2013-06-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: call 770-657-9270 using code 985371#</td>
<td>Time: 11:00 AM U.S. Eastern</td>
</tr>
<tr>
<td>GoToMeeting ID: 273-848-837 (<a href="https://www.gotomeeting.com/join/273848837">https://www.gotomeeting.com/join/273848837</a>)</td>
<td></td>
</tr>
</tbody>
</table>

Facilitator: Austin Kreisler
Note taker(s): Lynn Laakso

Quorum = chair + 5 including 2 SD represented

<table>
<thead>
<tr>
<th>Chair/CTO</th>
<th>ArB</th>
<th>International Affiliate Rep</th>
<th>Ad-Hoc</th>
</tr>
</thead>
<tbody>
<tr>
<td>x Austin Kreisler</td>
<td>x Ron Parker</td>
<td>x Ravi Natarajan</td>
<td></td>
</tr>
<tr>
<td>x John Quinn</td>
<td>x Lorraine Constable</td>
<td>x Jean Duteau</td>
<td></td>
</tr>
</tbody>
</table>

Domain Experts

<table>
<thead>
<tr>
<th>Foundation and Technology</th>
<th>Structure and Semantic Design</th>
<th>Technical and Support Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>regret</td>
<td>x Woody Beeler</td>
<td>x Calvin Beebe</td>
</tr>
<tr>
<td>x Mead Walker</td>
<td>regret</td>
<td>Pat van Dyke</td>
</tr>
<tr>
<td>x Lorraine Constable</td>
<td>x John Julian</td>
<td>x Andy Stechishin</td>
</tr>
</tbody>
</table>

ex officio

<table>
<thead>
<tr>
<th>Invited Guests</th>
<th>Observers</th>
<th>HL7 Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>x Don Mon (HL7 Chair) w/vote</td>
<td>x Don Jaccart, new RCRIM cochair</td>
<td>x Lynn Laakso</td>
</tr>
<tr>
<td>x Bob Dolin (Vice Chair) vote</td>
<td>obs2</td>
<td></td>
</tr>
<tr>
<td>x Chuck Jaffe (CEO) vote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Agenda

Housekeeping

1. Introduction of visitors (including declaration of interests)
2. Agenda review and approval - Austin Kreisler
3. Approve Minutes of 2013-06-03 TSC Call Agenda

Governance
1. Approval items:
2. Discussion topics:
   - Governance and management group health (http://gforge.hl7.org/gf/download/docman/fileversion/7364/10529/GovernanceAndManagementGroupHealth20130530.doc)
     revision review (Melva unavailable this week)

Management

1. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494) –
   - Andy will address with Don the NIB form change to include a spot to identify CMETs.
2. Approval items:
3. Discussion topics:
4. Reports: (attach written reports below from Steering Divisions et al.)
   - Three-year plan suggestions (based on last week's discussion)
   - Review Ballot quality plans for ballot/reconciliation "mining"
   - TSC Nominations Committee report
   - ANSI/GOM Task Force (last action item: develop detailed TSC recommendation of a GOM change to remove closed ballot pools, and all pools remain open)
   - BAM Modeling Task Force status
   - TRAC report (last action item: revisit scope and deliverables PI# 901 Risk Assessment and Governance for HL7 Architecture Program project)
   - update on IHE balloting
   - Activities with Other SDOs - meeting Tuesday Jun 4.
5. Open Issues List (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=313)

Minutes

Minutes/Conclusions Reached:

1. Introduction of visitors (including declaration of interests) Don Jaccart joins today to observe.
2. Agenda review and approval - Austin Kreisler - approved by general consent

Governance

1. Discussion topics:
   - Governance and management group health (http://gforge.hl7.org/gf/download/docman/fileversion/7364/10529/GovernanceAndManagementGroupHealth20130530.doc)
     revision review (Melva unavailable this week)
     - Applying metrics to mid-tier groups.
- Mid-tier groups are not balloting things just yet do these apply? What about some rollup metric for project health of the groups supported by steering division, etc.? Not felt that this is meaningful for a steering division.
- Projects: active projects not meaningful to steering divisions. Has meaning to FHIR (Management group), TSC, even ArB.
- Governance, M&C and DMP has included some process instructions. Need to notify support group of DMP renewal or changes.
- Meetings section, continuing problems with getting DESD to participate in the Doodle polls as well so conference calls are also being re-considered.
- Vice chair for FGB not explicitly identified though there is an explicit process for providing chair when the named chair is not present.
- FMG roll up to TSC or to FGB? Needs more thought.
- ACTION ITEM: Lynn to draft first set of metrics with interim report in July.
- Austin expects TSC to show up as red or yellow out of the gate. We can review for formal adoption after the trial metrics are reviewed.

2. Austin reports that Ravi is resigning his TSC position effective in July. Need to work with Affiliate Council to appoint a temporary replacement.

Management

1. Reports: (attach written reports below from Steering Divisions et al.)
   - TSC Nominations Committee report; group agrees that they would accept Ken's offer to serve the TSC as chair. Ad-hoc appointment discussed. Another candidate discussed and conflicts with other positions. SSD SD has no nominations yet. Deadline is Friday. Melva was also going to work with International Council to identify candidates for affiliate position. Andy sent some names surfaced in the last discussion to Jean Duteau.
   - Three-year plan suggestions - current plan is not very good. Active projects for existing three year planning. TSC needs to factor for ongoing active projects.
   - Review Ballot quality plans for ballot/reconciliation "mining"  
     - Woody has drafted the automated metrics of the 6-8 ballots agreed for review. Classifying the metrics with the other group underway - Austin created a form for the manual review and completed his review. Jean and Mead still remain to do theirs.
   - ANSI/GOM Task Force (last action item: develop detailed TSC recommendation of a GOM change to remove closed ballot pools, and all pools remain open) meeting tomorrow; did not meet the last couple weeks. Freida and Lynn cannot be there. They will take some scheduling issues offline.
   - BAM Modeling Task Force status - working on project for CDA R2 IG family planning.
   - TRAC report (last action item; revisit scope and deliverables PI# 901 Risk Assessment and Governance for HL7 Architecture Program project) continue to meet weekly, starting to evaluate creating actual governance points around risk mitigation.
   - update on IHE balloting - ballot announcement comment only sent out last Friday. PHR is working on PSS to describe it.
   - Activities with Other SDOs - meeting Tuesday Jun 4 had good participation. Agreed to continue, with Scott facilitating a lightning-round format. Will ask any liaisons present to specifically address several specific questions.
Adjourned 11:59 AM.

Next Steps

**Actions (Include Owner, Action Item, and due date)**
- 

**Next Meeting/Preliminary Agenda Items**
- 2013-06-17 TSC Call Agenda.