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| **HL7 Tooling Meeting Minutes****Location: Yucca** | **Date: 2013-01-15Time: Q1** |
| **Facilitator** | Jane | **Note taker(s)** |  |
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| **Attendee** | **Name** | **Affiliation** |
| **x** | Jane Curry | Co-chair |
| **X** | Attila Farkas | **Infoway** |
| **x** | Andy Stechishin  | Co-chair |
| **x** | Paolo Russian | TBS Group Italy |
| **x** | Alex Zupan | TBS Group Italy |
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| **Quorum Requirements Met:** [ ]  Yes  |

**Agenda Topics**

Introduction to Tooling Work Group - Processes, Projects & Collaborations

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| HL7 Tooling Meeting MinutesLocation: Yucca | Date: 2013-01-15Time: Q2 |
| Facilitator | Jane | Note taker(s) | Lynn |
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| Attendee | Name | Affiliation |
| X | Tanya Achilles | Infoway |
| X | J.D. Baker | Sparx Systems |
| x | Jane Curry | Co-chair |
| x | Attila Farkas | Infoway |
| x | Lynn Laakso scribe | HL7 HQ |
| x | Andy Stechishin  | Co-chair |
| x | Paolo Russian | TBS Group Italy |
| x | Michael van der Zel | Co-chair |
| x | Alex Zupan | TBS Group Italy |
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| **Quorum Requirements Met:** [ ]  Yes  |

**Agenda Topics**

MAX Project update (15 min), EHRS-FM Profile Project update

Minutes/Conclusions Reached:

Call to order 11:15 am

* RFP process adjustments discussed.
* EHR-S FM Project - today in Q4 there is a ppt from the team to present to EHR. Andy will obtain a copy of the presentation to include with the minutes. Last reviewed in December due to receipt of 2nd set of deliverables.
* Extension approval supported by Tooling and outstanding approval by John Quinn. ACTION ITEM: Lynn will follow up with John Quinn. Budget crossover from 2012 is not permitted though there is an informal agreement to pay for previously committed projects but the Board has not yet approved the 2013 budget.
* The process they are following might be emulated by other WGs. Site on gforge has a 'releases' function they are using for the deliverables download piece. They will release into the deliverables section. The next release is scheduled for end of Jan with design notes, functionality to date, etc. They will communicate on the lists when that is posted. It will require approval by EHR and Tooling.
* Andy notes that when the next set of deliverables is posted there will be two cochairs remaining both of whom are involved with the project. Perhaps Jane can come back as an interim co-chair to chair the meeting at which these deliverables are discussed. ACTION ITEM: Tooling needs to address conflict and quorum issues relating to projects for which the cochairs are involved.
* Andy notes the architecture is such that xml format they were using/generating for the FM specs. This is for a first-time only import so that going forward it is not intended to use to put into EA for use by the team. Michael has combined requirements with MAX for format. Andy has been attending the MAX calls where possible. CIC has documented requirements for the use cases identified. We ran out of money for phase 1 phase 2 and while we initially permitted multiple contracts to be produced we didn't specify that all the roles had to be fulfilled by the contract bid. Andy suggests that single vendor bid lessens management responsibility for Tooling and HQ. Jane working on updates to the RFP release and selection process.
* Initial validations using schematron, and allow validations on a standalone MAX file. Components can be reused in other scenarios. Michael notes that since the work group doesn't know all the rules yet it mitigates that risk.
* Andy shows the Rules FM defined e.g. FMMX001 and describes the process. The EA add on will invoke the schematron and display errors in EA. Current issues include XSLT issues between .NET and java.
* Capturing edits for initial load file was difficult due to ballot reconciliation changes.
* Jane asks about whether an output of the project will include a recommendation for improvements in the data collection spreadsheet. Their data collection spreadsheet on the ballot site is not the same as what they were using. They thought they were missing columns but the correct spreadsheet had macros that generated that data. Michael notes that as a result of the project they have made the EHR-S FM more consistent.
* Andy would like to see this integrate into our publishing suite. (wearing his Publishing hat). Word documents and PDF don't integrate well. He notes that the input tool can ask the user what the presentation style is at the end of the process but he thinks that Publishing should be the final arbiter.
* Jane notes that they can demonstrate among segments of their list which tools are used for which segments and how will it look. Andy refers to architecture components of the project that are interpersonal and not technical. Jane notes with the Tooling Strategy we need to address those questions for all projects, e.g. Publishing Facilitator for EHR. Such governance points will need to be explicit in the Tooling Strategy.
* Andy is not sure if there are one or two deliverables after the current upcoming one. This extension request has contingency.

Michael has composed a list of questions:

There were not Toolsmith ribbons awarded this time. ACTION ITEM: Lynn will check to make sure it's on the HQ checklist. Andy suggests also that we consider Liaison ribbons.

* UML Tooling PSS Michael has worked with Patrick and Lorraine with UML tooling path. He heard the Sparx person is going to give a UML tutorial. Jane notes we need to coordinate more with Education. The Tooling material also needs to be registered with the Education group. We need an Education liaison role. Michael would like to have this PSS reviewed on an upcoming teleconference.
* Michael also finds he needs to involve Patient Care in template versioning. Kai will represent for Patient care in Struc Docs on Thursday. Jane notes you'll hear more about that tonight.
* Michael wonders what our products are, having recently reviewed the products list for Patient Care. Discussion ensued on what our changes to the product strategy might be. ACTION ITEM: Michael will create a first draft product matrix.
* SDWG and Templates potential conflict is raised by Michael as SSDWG template tool, where Templates is participating in DeCOR tool. The Lantana tool Trifolia is an HL7 "endorsed" (sort of) tool but not an HL7 tool. We need formal relationships for updates and support with all such tools. DECOR is a separate project entirely which loosely follows HL7 Templates DSTU processes but not as model driven.
* Michael spoke with Rik Smithies to act as Clinical Statement liaison. We'll look forward to seeing him Thursday. Andy notes that any Work Group can send a tooling liaison, but Tooling should have formal liaisons with certain WGs based on the emerging architecture. Without Andy for example due to tightly coupling with Publishing we would need to seek another formal relationship with Publishing. We will need to seek such a liaison for MnM.
* Michael will have more Patient Care feedback on Thursday.

Meeting adjourned 12:19 PM

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| Actions * Tooling needs to address conflict and quorum issues relating to projects for which the cochairs are involved
* Lynn will check to make sure Toolsmith ribbons are on the HQ checklist
* Michael will create a first draft product matrix reflecting changes based on the product strategy
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| Next Meeting / Preliminary Agenda Items |

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| **HL7 Tooling Tuesday Meeting Attendance****Location:**  | **Date: 2013-01-15Time: Q6 7-9 PM** |
| **Facilitator** | **Andy** | **Note taker(s)** |  |
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| **Attendee** | **Name** | **Affiliation** |
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| **x** | **Andrew Liu** | **Infoway** |
| **x** | **Jane Curry** | **Co-chair** |
| **x** | **Attila Farkas** | **Infoway** |
| **x** | **Rob Hausam** | **Hausam Consulting** |
| **x** | **Andy Stechishin**  | **Co-chair** |
| **x** | **Charlie Mead** | **NCI CBIIT** |
| **x** | **Wendy Huang** | **Infoway** |
| **x** | **Peter Hendler** | **KP** |
| **x** | **Michael Rossman** | **KP** |
| **x** | **Lloyd McKenzie** | **HL7 CAN** |
| **x** | **Harold Solbrig** | **Mayo Clinic**  |
| **x** | **Grahame Grieve** | **Health Intersections** |
| **x** | **Hugh Glover** | **Blue Wave Informatics** |
| **x** | **Julie James** | **Blue Wave Informatics** |
| **x** | **Ron Parker** | **HL7 CAN** |
| **x** | **Diego Kaminker** | **HL7 Argentina** |
| **x** | **Mark Shafarman** | **Shafarman Consulting** |
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