



# HL7 EHR Meeting Minutes

HL7 WGM Winter 2004

Date	Time	Location
23 January, 2004	Q3	Sheffield Conference Room

Planned Attendees
See consolidated Attendance Sheet

Attendees		
Name	Affiliation	HL7
Sam Heard		
Fred Stark		
Julie Richards		
Sean OConnor		
Gary Dickinson		

% Co-Chair                      & Scribe

Quorum Results: NO

Agenda	
	Time Line
	Coordination efforts

Minutes by Agenda Item	
#	Discussion
	Sam: Organize and publish a time line to the SIG
	Immediate notification of intention to ballot
	Notify HIMSS on March 1 deadline and will receive 1 <sup>st</sup> draft on Feb 4
	Need weekly feedback from HIMSS via weekly teleconferences
	Immediate notification of March 9 to review and agree on ballot package
	February 2: Minutes from San Diego to go out (website & list serve)
	February 4: First pass of ballot document and 1 profile
	April 13: Finalize Agenda for WGM
	April 15: Agenda must go out (website & list serve)
	March 1: all profile and HIMSS feedback due
	March 9: Special teleconference decision on ballot completion
	March 15: Ballot opening at latest
	Draft agenda for San Antonio Meeting on May 3 -7, 2004 Using PIC approved agenda. Agenda items include:

<b>Minutes by Agenda Item</b>	
	May 3 Administrative tasks (e.g. minutes, etc.)
	May 3 – 5 Ballot reconciliation
	May 5 Future feedback mechanisms and processes
	May 3 – 7 EHR SIG Joint Meetings
	*** Officially adjourn meeting but those who wish to continue to work may do so***

<b>Decisions by Agenda Item</b>	
<b>#</b>	<b>Decisions</b>
	Publish Timeline outline to the SIG before Feb 3 meeting
	Draft San Antonio agenda
	Post San Diego Minutes by Feb 3 meeting

<b>Motions and results</b>				
<b>#</b>	<b>Motion/Originated/Seconded</b>	<b>Y</b>	<b>N</b>	<b>A</b>