

EST Teleconference – November 15, 2016

Facilitator: Andy Stechishin

Note taker(s): David Burgess

Present	Name	Affiliation
X	Andy Stechishin	CANA Software & Services
X	Laura Mitter	HL7 International
X	Dave Hamill	HL7 International
	Nat Wong	HL7 Australia
X	Jeff Brown	ASCO
X	David Burgess	LabCorp
	Wayne Kubrick	HL7 International
	Michael van der Zel	HL7 Netherlands
X	David Johnson (DJ)	HL7 International

Quorum Requirements Met: Yes

Agenda

Agenda Topics

1. Agenda review and approval (*Suggestions or additions to and acceptance of agenda*)
2. Minutes review and approval
 - November 1, 2016 minutes
3. Disaster Recovery & Escalation Process
4. Project Updates
 - Tooling Catalogue updates
 - Email for Catalogue updates - suggestion: HL7Tooling@hl7.org
 - JIRA and Confluence Pilot
 - Web Meeting Try-outs
5. Website Updates
6. Next Meeting
7. Parking lot for upcoming meetings
 1. Review Combined project roadmap and prioritize
 2. EST Strategic Plan - Current Year Targets (review at WGM)
 3. Risk Register

Minutes

1. Agenda review and approval
2. Minutes review and approval
 - November 1, 2016 minutes
 - Update facilitator from David to Jeff
 - **Motion to approve pending Update: Jeff/David unanimously.**
3. Disaster Recovery & Escalation Process
 - **Action item:** Andy to send items to DJ
4. Project Updates
 - Tooling Catalogue updates
 - Email for Catalogue updates - suggestion: HL7Tooling@hl7.org
 - Andy continuing to work on updates, and enhancements, and documentation.
 - **Action item:** DJ to create email as suggested above (HL7Tooling@hl7.org)
 - JIRA and Confluence Pilot
 - DJ no updates
 - Web Meeting Try-outs
 - Andy was going to try to set up ITS and FM work group accounts for FreeConferenceCall, but could only set up the voice only access. Could be tied to IP outside of US. Dave modified the account to allow web conferencing feature, but we will need to test if this is an issue. Possible solution (if problem is tied to US IP) would be to have HL7 organization manage building the accounts.
 - Another concern is issues with member company policies, and possible blocking of ports that effect access to web meeting content.
5. Website Updates
 - Laura working on updates, hopes to share on the next call.
6. Next Meeting
 - Nov 29th – Andy sends regrets, David B. to chair.
 - Dec 13th discuss Board Report, and further discussion about meeting on Dec 27th.
7. Parking lot for upcoming meetings
 4. Review Combined project roadmap and prioritize
 5. EST Strategic Plan - Current Year Targets (review at WGM)
 - Put on list of items to discuss at the WGM
 6. Risk Register
8. December goal for kicking back off the Tooling Liaison meeting. (Dec 15 target date.)

- Action Item: Andy to work up an agenda.

End Call - 3:37PM EST.