EST Teleconference – November 29, 2016

Facilitator: David Burgess
Note taker(s): David Burgess

Present	Name	Affiliation
	Andy Stechishin	CANA Software & Services
X	Laura Mitter	HL7 International
X	Dave Hamill	HL7 International
	Nat Wong	HL7 Australia
	Jeff Brown	ASCO
X	David Burgess	LabCorp
X	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)*

   - Regrets from Andy

2. Minutes review and approval

   - November 15, 2016 minutes

3. Discuss Dec 27 call

   - Determine if call is necessary

4. Review WGM Agenda

5. V3 Publishing Tools

6. Disaster Recovery & Escalation Process

7. Project Updates

   - Tooling Catalogue updates

   - JIRA and Confluence Pilot

   - Web Meeting Try-outs

8. Website Updates

9. Next Meeting

10. 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
   - Due to time constraints by the facilitator (David Burgess), the agenda was abbreviated to one topic, and the meeting was adjourned early.
2. V3 Publishing Tools: Wayne discussed issues with the V3 Publishing Tools this past ballot cycle. It appears that Lynn has been able to work through enough issues to get the ballot ready. The problems have highlighted the need for making some decisions about the future of V3, and the level of support that will be needed.
   - Action Item: Wayne is going to discuss the future vision of V3 with the board, and help to determine what level of ongoing support and resources (if any) need to be maintained to keep the V3 publishing tools in good working order.

End Call - 3:37PM EST.