

# 2017-03-14 Meeting notes (Amended)



## EST Work Group Agenda / Minutes

**Date: 3-14-2017**

**Facilitator: Jeff Brown**

**Note Taker: Brian Pech**

### Attendees

| Present | Name                | Affiliation              |
|---------|---------------------|--------------------------|
|         | Andy Stechishin     | CANA Software & Services |
|         | David Burgess       | LabCorp                  |
| x       | Jeff Brown          | ASCO                     |
|         | Michael van der Zel | HL7 Netherlands          |
|         | Nat Wong            | HL7 Australia            |
| x       | Brian Pech          | Kaiser Permanente        |
| x       | Wayne Kubick        | HL7 International        |
| x       | Laura Mitter        | HL7 International        |
|         | David Johnson (DJ)  | HL7 International        |
| x       | Dave Hamill         | HL7 International        |

# Agenda Topics

| Agenda Outline  | Agenda Item  | Meeting Minutes from Discussion                            |
|---|--|--|
| Attendance  | call to order 2:02 PM EDT  |  |
| Review Previous Minutes                                 | Feb. 28, 2017  | Wayne makes motion to accept, Laura second . Carries 4-0-0 |
|   | Updates  |  |
| Confluence Update                                       | Hired consultant to help configure Confluence for self registration and help DJ with configuration .   |  |
| Dave Hamill update                                      | Creating a project scope statement template on Confluence server for pilot use coming up.  | Dave send link for project scope statement space.          |
| Website update  | Laura - Updated links for education materials navigation.<br>Dave indicated that 9 working groups (or subsets) are using Free Conference Call for meetings.  |  |
| FreeConference Call / Web meeting update                | The tip sheet for using Free Conference Call has been updated with information on high-level tasks for piloting work groups.<br>There is a need to figure out how to make the host role name and password more accessible for co-chairs to allow for easier enabling of screen sharing. Consult with DJ to see if there is a way to provide a secure page off the Co-chair utilities page with such information. |  |
| Disaster Recovery                                       | DJ not present - no update.  |  |
| 90 day Member only access to IP protected HL7 materials | Some discussion over whether there was confusion about which documents this applies to and where such documents live on the website. Wayne will follow up.   |  |
| Request from Michael Van der Zel                        | Any consideration of alternate or rotating times to accommodate group members not in North America?<br>Adjourned at 2:50 EDT.  | Discussion but no resolution.                              |

Next call - March 28, 2017     Andy to chair.

Zulip Chat for WGs - any updates

Old Items

## **Supporting Documents**

**Outline Reference Supporting Document**

## **Action items**

- Disaster Recovery Update - @DJ - update EST with any new items
- 90 day document concern - @Wayne - Follow up with TSC as needed
- Mac based screen shots of Free Conference Call - @Andy – As the only avowed Mac user in the group see if Andy can supply these and coordinate with Dave Hamill.
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