

# Electronic Services and Tools Workgroup

Conference Call - April 11, 2017 (2:00 pm ET)

<b>Facilitator:</b>	Jeff Brown
<b>Scribe:</b>	Jeff Brown

## Attendance

Present	Name	Affiliation
✓	Jeff Brown (co-chair)	ASCO's CancerLinQ
	Andy Stechishin (co-chair)	CANA Software & Services
	David Burgess (co-chair)	LabCorp
	Brian Pech (co-chair)	Kaiser-Permenente
	Nat Wong (co-chair)	HL7 Australia
	Michael Van der Zel (co-chair)	HL7 Netherlands
	Wayne Kubick	HL7 CTO
✓	Laura Mitter	HL7 International
✓	David Johnson (DJ)	HL7 International
✓	Dave Hamill	HL7 International

**Quorum Requirements Met:** Yes

## Agenda

### Agenda Topics

1. Agenda review and approval (*Suggestions or additions to and acceptance of agenda*)
  - Andy unavailable
2. Minutes review and approval
  - Minutes of March 28, 2017
3. Co-Sponsor [PSS on Standards Grid ]
4. Project Updates
  - JIRA and Confluence Pilot
  - Web Meeting Try-outs
5. Website Updates
6. Disaster Recovery & Escalation Process

7. Next Meeting
8. 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:

- Approval of minutes from meeting of March 28, 2017
  - Dave Hamill made motion to approve. Laura Mitter seconded the motion.
- Co-Sponsor [[PSS on Standards Grid](#) ]
  - Due to lack of co-chair availability and background on PSS, this was put off until next meeting.
- JIRA and Confluence Pilot
  - DJ expecting to receive updates this week.
- Web meeting Try-outs
  - Dave Hamill working with Wayne on path forward for roll-out
  - DJ is working on co-chair user id / passwords – rollout should not occur until set up.
- Website updates
  - Laura confirmed, via discussion with Lynn Laakso, that standards updates to the Master Grid are a manual process as of now.
- Disaster Recovery & Escalation Process
  - No updates this week.
- Next meeting
  - The next workgroup meeting is scheduled for April 25, 2017
  - Brian to chair.
- Adjournment at 2:21 pm ET.