2017-05-30 Meeting notes

EST Work Group Agenda / Minutes

Date: 5/30/2017

Facilitator: David Burgess

Note Taker:

Attendees

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

Agenda Topics

Agenda Outline	Agenda Item	Meeting Minutes from Discussion
1	Agenda review and approval (Suggestions or additions to and acceptance of agenda)	added 9, 10, 11
2	Minutes review and approval	
2.1	Minutes of May, 2017 WGM	Motion to approve Wayne/Dave H Unanimous with edits
2.2	Minutes of April 25 teleconference	Motion to accept Wayne, /Brian, Unanimous
3	Jeff's participation	Hold until we hear more from Jeff
3.1	Discussion on co-chair position	
4	Project Updates	David B. to review and provide report of projects
4.1	JIRA and Confluence Pilot	Updates? - Consultant working on configuration (self registration) Loyd working with for JIRA for ballot reconciliation (CIMI wanting to use as well) Work group registrations (in confluence) projects M&C - in Confluence / JIRA Google Sheets - anonymous access
4.2	Web Meeting Try-outs	At this time FreeConferenceCall still appears to be the best working solution, but we will continue to roll out and monitor for issues.
5	Website Updates	None at present, (added Woodie scholarship page) Updates expected by next week (Why HL7).
6	Disaster Recovery & Escalation Process	DJ update - Part time network assistant who is helping to review system backups, and building a verification check list. Next step is work with, disaster recovery.
7	Next Meeting	Brian to chair is Jeff is unavailable.
8	Parking lot for upcoming meetings	
8.1	Review Combined project road map and prioritize	
8.2	EST Strategic Plan - Current Year Targets (review at WGM)	Wayne to send out priorities as he sees them.
8.3	Risk Register	
9	Group Chat	Zulip, Slack, Hip Chat (DJ to look into installing Hip Chat)
10	EA Cloud	I'll check with OO, Wayne will check with Michael.
11	web attendee	something by San Diego. example link (get from Wayne.)

Supporting Documents

Outline Reference	Supporting Document

Action items

- ☐ @Review M&C for next meeting