

2017-10-03 Meeting notes



EST Work Group Agenda / Minutes

Date: Oct. 3, 2017

Facilitator: David Burgess

Note Taker: Brian Pech



Attendees

Present	Name	Affiliation
	Andy Stechishin	CANA Software & Services
x	David Burgess	LabCorp
	Michael van der Zel	HL7 Netherlands
	Nat Wong	HL7 Australia
x	Brian Pech	Kaiser Permanente
	Wayne Kubrick	HL7 International
x	Laura Mitter	HL7 International
x	David Johnson (DJ)	HL7 International
x	Dave Hamill	HL7 International
x	Scott Robertson	KP
x	Andrew Statler	Cerner

Agenda Topics

Agenda Outline	Agenda Item	Meeting Minutes from Discussion
1	Agenda review and approval (Suggestions or additions to and acceptance of agenda)	Andrew Statler joined EST as a liaison from Structure Documents.
2	Minutes review and approval	
2.1	Minutes of September WGM	Motion to approve workgroup minutes - BP/DH Approved 5-0-0.
3	Project Updates	<p>There is an uptake of Confluence and JIRA within the HL7 community.</p> <p>It is still in pilot mode. DJ reports getting calls and emails requesting support with Confluence and JIRA. Ted Klein is working with Confluence. Tony Julian requested JIRA trackers for ARB (2), V2, INM - that is Issue Trackers .</p> <p>DJ states that we may need to set up a process to automate Confluence and JIRA requests so it does not overwhelm DJ's time. DJ is working with Joe Ben the consultant to assist with configuration.</p> <p>There are various work flow configurations possible but it is not immediately obvious which work flow or JIRA project fits for a specific HL7 work group request.</p> <p>Right now, DJ is taking weekly snapshots of the HL7 Confluence/JIRA instance on AWS. We may need to go with a more robust backup solution in the future if the use of Confluence and JIRA expands to a larger size/volume.</p> <p>Suggestion to develop a flow diagram of how to use Confluence and JIRA for new users.</p> <p>One suggestion for best practices - Co-chairs should be Confluence space administrators for their work group space.</p> <p>Discussion of how to manage permission levels for Co-chairs vs workgroup members.</p>
4	Website Updates	Laura is working on updates to educational tutorial webpages more mobile friendly.
5	Disaster Recovery & Escalation Process	No update.
6	Next Meeting	Oct. 17, 2017 2PM EDT. (Brian chairing)
7	Parking lot for upcoming meetings	<p>DJ mentions that he and others are running Slack, Ryver, Zulip, Skype, and HipChat. EST needs to make a recommendation to HL7 to adopt one chat server as an officially blessed HL7 chat preference.</p> <p>Check with Wayne Kubick about the offer from Zulip to host chat.hl7.org.</p> <p>DJ will be setting up Sparx System Enterprise Architect Cloud based system on AWS.</p>
7.1	Review Combined project roadmap and prioritize	Review project roadmap in upcoming meeting.
7.2	EST Strategic Plan	Review strategic plan document for next meeting.

Supporting Documents

Outline Reference	Supporting Document
2.1	<div data-bbox="329 214 829 716"><p data-bbox="345 527 813 562">EST-2017-09-12-M...gnotes-draft.pdf</p></div> <div data-bbox="329 722 1128 1524"><p data-bbox="475 1182 979 1218">EST-2017-09-14-Meetingnotes-draft.pdf</p></div>

7.2



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Action items

