

2017-10-17 Meeting notes



EST Work Group Agenda / Minutes

Date:

Facilitator:

Note Taker:



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
X	Wayne Kubrick	HL7 International
X	Laura Mitter	HL7 International
X	David Johnson (DJ)	HL7 International
X	Dave Hamill	HL7 International

Agenda Topics

Agenda Outline	Agenda Item	Meeting Minutes from Discussion
1	Agenda review and approval (Suggestions or additions to and acceptance of agenda)	Motion to approve agenda David/Laura passed unanimously.
2	Minutes review and approval	Motion to approve agenda David/DJ Abstain-1, Against-0, In Favor-4
2.1	Minutes of October 3, 2017	
3	Project Updates	
3.1	JIRA and Confluence Pilot	<p>DJ Reported things are going well, did have one issue that was sent to support. Support informed DJ to migrate database to non-demo database. DJ will build a new instance of the database and then update current system to new database.</p> <p>Currently running version that slightly behind the current Atlassian versions. Will look to establish an upgrade schedule, sometime after database upgrade.</p> <p>Looking to provide some self-service when registering.</p> <p>Seeing more work groups getting involved with JIRA and Confluence.</p>
3.X	Chat client Update	<p>Report from Wayne about Zulip offer to host chat for the organization free of charge, (With FHIR chat group exclusion.) Should be setup this week as chat.hl7.org.</p> <p>Discussed how we want to structure chat.hl7.org. (Work group based, topic based, or other?)</p> <p>Need to discuss with TSC, some Work Groups will have much deeper trees, than others. Discussed dividing by steering division, but there are challenges as work groups might change steering divisions. Also there are problems with dividing by product family.</p> <p>EST should devise an option or options to recommend to the TCS.</p> <p>Next meeting we will try to come up with a recommendation on how to structure chat.hl7.org. We will begin discussing on chat.hl7.org, once the url is corrected.</p>
3.2	Web Meeting Try-outs	<p>FCC tip sheet was uploaded by Dave H. Patient Admin signed up for an FCC account, independently (not though Dave), however, all co-chairs where unable to download the executable due to corporate security issues within their organizations. Product Services is another group dealing with the same corporate security issues.</p> <p>Intent was not to force everyone to FCC, but to provide a solution. We need to inform everyone that there may be issues, and the group is welcome to find a solution that works for the group, but we do need the Conference Call Center to accurately reflect meeting coordinates regardless of which solution is used.</p>
4	Website Updates	Laura sent out some mock-ups for review. Addition of Categories and Ballot Types at the bottom of the Product Brief pages
5	Disaster Recovery & Escalation Process	Network assistant has turned in notice, but new assistant has already been hired, and starts next week.
6	Next Meeting	
7	Parking lot for upcoming meetings	<p>DJ discussed Lorraine's proposed GitHub Document (attached below)</p> <p>Sparx EA cloud update, DJ is cloud waiting on reply from Sparx Systems.</p> <p>Parking lot question: Does Current version of Confluence support docx documents?</p>
7.1	Review Combined project roadmap and prioritize	
7.2	EST Strategic Plan - Current Year Targets (review at WGM)	
7.3	Risk Register	

Supporting Documents

Outline Reference	Supporting Document
2.1	<div> Draft 2017-10-03_...eting_Minutes.pdf</div>
7	<p>Lorraine's GitHub document referenced in Parking lot discussion.</p> <div> HL7GithubWorkGroup.docx</div>

Action items

