

# 2018-02-01 Meeting notes - WGM



## EST Work Group Agenda / Minutes

**Date:** 2/1/2018

**Facilitator:** Brian Pech

**Note Taker:** David Burgess

### Attendees

Present	Name	Affiliation
X	David Burgess	LabCorp
X	Michael van der Zel	HL7 Netherlands
	Nat Wong	HL7 Australia
X	Brian Pech	Kaiser Permanente
X	Wayne Kubick	HL7 International
	Laura Mitter	HL7 International
X	David Johnson (DJ)	HL7 International
X	Dave Hamill	HL7 International
X	Andrew Statler	Cerner

### Agenda Topics

Agenda Outline	Meeting Minutes from Discussion
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Co-Chair Elections	New co-chairs Andrew Statler, and Elizabeth Newton (Jeff Brown received a vote, but he is not eligible because he is no longer an HL7 member.) Andrew will assume the open co-chair position, and Elizabeth will assume Nat's position (up for re-election Jan 2019).
WG Health Issues	Discussed the need to update SWOT (needs updated before April 2018) and Mission and Charter (currently overdue) on conference calls.
Confluence / Jira	<ul style="list-style-type: none"> <li>Attendance sheet permissions issue. The ability of attendees checking in is well liked, but there is concern that at present, they need full edit rights to add name, or even click on the check box. <ul style="list-style-type: none"> <li>Ideas <ul style="list-style-type: none"> <li>Look into Confluence team calendar functionality.</li> <li>Use Google sheets</li> <li>Allow users a personal confluence page with some kind of automated attendee log, that updates WG attendance sheet.</li> </ul> </li> </ul> </li> <li>Templates <ul style="list-style-type: none"> <li>Meeting information management</li> <li>Discuss with Patrick best practices for recording decisions and action items. Invite Patrick Loyd to next meeting. Action item vs. mention with "@".</li> <li>Looked at OO WGM minutes and Attendance Log for examples of templates</li> <li>Planning on doing a webinar on the Confluence templates and general use/best practices.</li> </ul> </li> <li>8090 port issues for government folks attempting to log into Confluence. This appears to be an Apache and Tomcat configuration issue. <ul style="list-style-type: none"> <li>After speaking to Atlassian D.J. is looking to splitting Jira and Confluence to sperate server instances. This should make SSL easier, and resolve the issue. The trick will be to create second instance and configure it without changing the first instance. <a href="#">David Johnson</a> to take action item to bring back a plan to the WG after further discussions with Atlassian. <ul style="list-style-type: none"> <li>Upgrading versions my become part of the discussion. Presently we are on version 3.7 (one or two versions behind the latest verions).</li> </ul> </li> </ul> </li> <li>Patrick and Lorraine working on Project Scope Template. <ul style="list-style-type: none"> <li>Starting to gather project requirements <ul style="list-style-type: none"> <li>Maybe even break PSS into separate artifacts to facilitate the workflow.</li> </ul> </li> </ul> </li> <li>Discussed Jira workflows. Suggestion made to invite Ted to walk us through project workflow and what he has learned. <ul style="list-style-type: none"> <li>Might be best to have him on the same call as Patrick, so he and Ted can coordinate workflow efforts.</li> </ul> </li> <li>After all the new activity in Confluence generated from the WGM, we should have the various WGs review their Confluence Spaces to see if there is any cleanup that needs to be done. (Artifacts that do not belong under the WG being moved to the appropriate location, or extraneous pages that need to be purged.</li> </ul>
FCC Open Issues	<ul style="list-style-type: none"> <li>Went through exercise of creating an FCC task in Jira <ul style="list-style-type: none"> <li>Created Task Research remote connectivity for WGM in Cologne. Use Kai or Frank to test FCC connectivity from Germany.</li> </ul> </li> </ul>
Zulip	<ul style="list-style-type: none"> <li>D.J. is getting more stream requests, and more people using Zulip.</li> </ul>
Project insight issues	<ul style="list-style-type: none"> <li>1176 Tooling Strategy <ul style="list-style-type: none"> <li><a href="#">David Burgess</a> taking action item to extend next mile stone date to the next WGM.</li> </ul> </li> <li>1032 Extend the ability to comment on normative standards <ul style="list-style-type: none"> <li>Presently we will keep on hold, but we would like to review on the next conference call.</li> </ul> </li> </ul>
EA Cloud	<ul style="list-style-type: none"> <li>D.J. resolved the SSL from web client to the web server cloud, but is still having an issue with SSL between the web server to the EA Cloud server, and plans to make changes to the configuration files. D.J. will work with Michael off line.</li> </ul>
Next WGM agenda	<ul style="list-style-type: none"> <li>Changing quarters to Tuesday Q4 and Thursday Q4, with the intent that the shift in time will allow D.J. to call into the meetings. Action item: <a href="#">Brian Pech</a> will schedule the rooms.</li> </ul>

## Supporting Documents

Outline Reference	Supporting Document

## Action items

