WGM Admin Check List
Thursday, January 17, 2013  2:46 PM

PBS metrics:  http://gforge.hl7.org/gf/project/tsc/frs/?action=FrsReleaseBrowse&frs_package_id=169

☐ Project status update, pmo@hl7.org
Project Insight:  
  http://healthlevelseven.projectinsight.net/
  [list projects and status]

☐ Next WGM agenda

☐ Room Request  
  http://www.hl7.org/permalink/?MeetingRoomRequestForm
  http://www.hl7.org/events/meetingprep/index.cfm

  Co-Chairs can always view the Work Group Meeting Room Request Report generated from the request app via the TSC Utilities tab at www.HL7.org > Resources > Work Groups > Technical Steering Committee.  
  http://www.hl7.org/Events/MeetingPrep/reports/ViewWG.cfm

☐ WGM Survey  
  Look under news on hl7 home page

  Check status of
  ☐ DMP
  ☐ M&C
  ☐ SWOT
  ☐ Three year plan

☐ Meeting Minutes

☐ Reset conference call calendar

☐ Reserve Hotel Rooms

☐ Update Monday Slide

☐ Check Harmonization Date Deadline and get on calendar

☐ Write ACEP liaison report

  GOM  
  http://www.hl7.org/permalink/?GOM

  HL7 Essential Requirements  
  http://www.hl7.org/permalink/?EssentialRequirements

  Handbook and DESD information  
Prep Mega Joint Report out
The format is a straightforward 10-minute presentation. A representative from each work group gives an overview of the work group, then reviews its projects, including:
- Project names and descriptions
- Status of each project: new, in progress, in ballot, or completed
- Future plans for each project
- Collaboration with other work groups in progress or requested
- Where the work group needs help
- The work group’s call schedule

I know this is really late---but attached is the slide deck you could use or pattern after for our report out tomorrow (Monday) Q3. Thanks. Pat

A proposed report out timing for the session is below----it will be rapid fire.

<table>
<thead>
<tr>
<th>Session</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>Introductions</td>
<td>1345-1350</td>
</tr>
<tr>
<td>BRIDG</td>
<td>7 minutes</td>
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<tr>
<td>Clinical Quality Information</td>
<td>7 minutes</td>
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<tr>
<td>CIC</td>
<td>7 minutes</td>
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<tr>
<td>Child Health</td>
<td>7 minutes</td>
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<tr>
<td>Emergency Care</td>
<td>7 minutes</td>
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<tr>
<td>HER</td>
<td>7 minutes</td>
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<tr>
<td>Patient Care</td>
<td>7 minutes</td>
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<tr>
<td>PHER</td>
<td>7 minutes</td>
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<tr>
<td>Clinical Genomics</td>
<td>7 minutes</td>
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<tr>
<td>Pharmacy</td>
<td>7 minutes</td>
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<tr>
<td>Discussion/Wrap up</td>
<td>5 minutes</td>
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<tr>
<td>Adjourn</td>
<td>1500</td>
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</tbody>
</table>

Creating an attend log in Confluence
https://confluence.hl7.org/display/HDH/How+to+Use+2019+WGM+Attendance