

# 2019-07-25 PLA Agenda/Minutes

HL7 PLA Call Minutes		Date: 2019-07-25 Time: 11:30 AM	
Location: <a href="https://global.gotomeeting.com/join/177894709">https://global.gotomeeting.com/join/177894709</a>			
Facilitator	Mary Kay/ Austin	Note taker(s)	Anne W.

Attendee	Name
	Calvin Beebe
	Lorraine Constable
	Jean Duteau,
	Tony Julian
	Paul Knapp
	Austin Kreisler
x	Mary Kay McDaniel
x	Brian Pech
	Wayne Kubick
	John Roberts
<i>no quorum definition</i>	

## Agenda

- Identify steps of standing up a product family

Need to put a list together of steps to bringing up a new Product Family (including mgmt groups) and deliver to the TSC

In the absence of the PLA, how do we stand up a Product Management Group, Hand off to TSC and suggest a standing subcommittee to manage/do what we've been doing

How do we stand up a Product Management Group for CIMI? They cross all WGs, underlying models are derivative of the FHIM (federal health information mode) but not international, using all direct US based bindings and without the bindings it doesn't work

- Remaining tasks: Quality plan, specialty products responsibility list, management group health metrics, outline of what we've done/celebrate

Quality Plan

Specialty Products, identify what a WG responsibilities are, share those responsibilities

Create a list of considerations for Management Group Health Metrics to determine how well they are executing on their goals and hand over to TSC

Roadmap for their products

How to measure the health of a management group

\*\*\*hand over to TSC. Many of the metric for the WGs and SDs can be tailored

Metrics fall out of the responsibilities

- Thank you to all the folks who worked on this committee
- Outline what we've done for Austin's success speech
- How do we celebrate

## Minutes

- Reviewed quality management plan draft and edited.
- Identify steps of standing up a product family
  - MK will work on putting steps together.

