2018-03-09 - HL7 Atlassian Developers Meeting - Notes (2pm EDT)

Meeting Coordinates

Phone & Web: [Goto Meeting link](#)

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HL7 Atlassian Developers Meeting
Notes

March 9, 2018, 2pm EDT

1. Agenda Review - PL
2. Roll Call - Patrick (chair), Lorraine, DJ, Tony, Chad, Lloyd
3. Welcome to Ballot Project (Lloyd) and UTG Project (Ted) - PL
4. Webmaster's Report - DJ
   a. Personal Spaces
      i. Policy Recommendation: Allow personal spaces for anyone who requests it, but by default personal spaces are not viewable by the public.
      ii. Acceptable Use Policy: Has typos. DJ will look into and fix if appropriate.
   b. Dev Environment - will be on the same system as production
   c. Separation of JIRA and Confluence; no need for separation, did roll-out removal of port numbers, which, of course, caused a few issues.
   d. Internal server move, minor issues working
   e. create a board, check against our permissions scheme
5. Ballot Project - LM
   a. Update
   b. Issues
      i. JIRA and Confluence permission schemes
      ii. Roles - Groups - Admin, Developer, 2 for Service Desk; define a couple of addl roles, one for end users or content submitters, the other is for managers. Any objections? Approved
      iii. Do we need JIRA Service Desk? Recommended to remove the software as it **could** interfere with ballot design, or go-around ballot design.
      iv. Uninstalling Project Team plugin (for now at least)
6. UTG Project - TK
   a. Update
   b. Issues
7. JIRACon Project - PL
   a. Feature/Function Review
      i. Roll-out to Work Groups - PL
      ii. WGM Meeting Attendance Log - Tony
         1. Issues, concurrency of edits, header bar not floating, checkboxes can be editing with or without edit function, sorting, de-duplication
         2. Do we think the log in it's rollout process is working and viable?
         3. still helpful as a feature, operationally: still have everyone edit? (promote this issue re: everyone editing to CTO & EST)
         4. fix the issues where we can
         5. with approved documents, maybe convert to pdf and post to ensure no changes in future, look more at the locking and what the parameters are. there is some built-in functionality here. Tony has more info. Will send ppt.
         6. found a bug this week: attendance log, check box is an problem - Tony work with Chad
      iii. Weekly Teleconference Attendance Log - Chad
      iv. Weekly Teleconference Meeting Notes Template - Chad
         1. Two concepts for an agenda - Tony
         2. WGM vs Teleconference
         3. different dimension: having the 'original' agenda as a section in the meeting notes, that way we have to create only one template
      v. Macro for voting - WG - Tony
         1. Go for testing
      vi. Decision Log - Tony
      vii. Action Log - Chad
      viii. Boilerplate Working Group Space - PL
      ix. HL7 Development Plan - DRAFT
      x. Project Requirements
      xi. Action Log - Items Due
   b. Policy Recommendation on Task vs Action vs Ticket
      i. After discussing this with just about everyone, need a clear policy on when to use which type of item
8. Meeting Adjournment