

T3SD WGM-20180129

Quorum Requirements (Chair +4 SD Reps for "decision making") or (Chair +3 SD Reps for "direction setting") Met: Yes

Attendee	Name	Affiliation
regrets	Andy Stechishin	HL7 T3SD Co-Chair
x	Sandy Stuart	HL7 T3SD Co-Chair
	Diego Kaminker	Education
x	Virginia Lorenzi (Board Report)	Education
	Fernando Campos	Education
x	David Burgess (Board Report)	Electronic Services & Tools
	Nat Wong	Electronic Services & Tools
	Michael Van der Zel	Electronic Services & Tools
x	Brian Pech	Electronic Services & Tools
	Laura Heermann Langford	Healthcare Standards Integration
	Diego Kaminker	International Mentoring
x	John Ritter (Board Report)	International Mentoring
	Liora Alschuler (Board Report)	Process Improvement
x	Sandy Stuart	Process Improvement
x	Rick Haddorff (Board Report)	Project Services
x	Freida Hall	Project Services
x	Brian Pech	Publishing
x	Pete Gilbert	Publishing
x	Dave Hamill (non voting)	HL7 PMO Office

Meeting Admin

1. Roll Call –
2. Approve Agenda -
 - Virginia/John - affirmed
3. Approve Meeting Minutes - [December 11, January 15](#)
 - Freida - by affirmation
4. Motion required to either retain or remove Andy as a co-chair
 - With Andy missing the last four consecutive face-to-face meetings, the group in attendance needs to formally reconfirm Andy in his co-chair position or vote to remove Andy and then select a new interim co-chair to replace him.
 - **Motion:** Freida/John For: 8 Against: 0 Abstain: 0
5. Discussion of Teleconference times and meeting dates
 - Suggested dates to meet next cycle: March 12 and April 16 - agreed by group present
6. Steering Division Topics
 - Steering Division name change - Organizational Support
 - Education – Should be structured as Advisory as it has been for a few months. Board decision last summer was to make Advisory, and Education at corporate is partner to help with funding for education. Still have co-chairs and elections, bi-weekly meetings. Remain in this steering group.
 - Electronic Services and Tools - Need more bodies and support – remain as is.
 - Healthcare Standards Integration – Projects proposed but they don't do projects. Too much for just one active co-chair. Meeting this week and will look at scope and what projects should be shepherded. Ihe is the main contributor for need.
 - International Mentoring – Not a problem to support International Affiliates, but the focus of the IM WG is to get new affiliates, not work within an affiliate. Wants to remain in the SD.
 - Process Improvement – stays as is
 - Project Services – stays as is
 - Publishing – Stays – stays as is

- Advisory committees do not do work, no projects, only submit comments on an as-requested basis. Advisory committees have no ownership of the space, no need for DMP or formal minutes – According to Dave Hamill (HL7 Staff) – Advisory groups can do projects, DMP and formal minutes.
 - Board Reports - do we need them?
 - **Motion:** Ask Austin to advise Board to discontinue unless they deem it necessary. Freida/Brian – unanimous
7. Work Group Updates
- Education
 - Into planning this year and next year plans.
 - Electronic Services & Tools
 - Supporting Jira and Confluence.
 - Healthcare Standards Integration
 - Notes above
 - International Mentoring
 - Review PSS for Africa outreach – AMS to see if International Council will take it.
 - Process Improvement
 - Co-chair challenges – We are not meeting in Germany.
 - Project Services
 - Finishing up Lifecycle ballot and diagram. Project approvals with 2018 PSS update.
 - Publishing
 - Working on the new Publishing Governance group
 - DMP needs review
 - Needs to review project that are not moving.
 - Fast Healthcare Interoperability Resources (FHIR) Management (Liaison, Brian Pech)
 - 9 – 10 ballots ready for normative and 2 or 3 not ready. Not sure they can get to level 5 by September is suspect.
 - Healthcare devices is seeing uptick with FHIR.
 - Product Line Architecture (Liaison, Brian Pech)
 - CDA MGT running, CIMI forming, adding V2 for PLA. in process.
8. Work Group Health
- Some of the metrics don't make sense. Sandy to talk to Anne.
9. TSC meeting Report
- Membership of the Groups in this SD was main topic to share.
10. New Business
- 3 year plan not on agenda – TSC will be reviewing need.
11. Meeting adjourned at 8:10 pm local