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Co-Chair meeting agendas and minutes

Agenda:

First, [registration is now open](#) for a **virtual connectathon** on May 13-15. It won't be a Saturday this time, and, to accommodate our global members who can't be in a single time zone, it will be running continuously for a 72 hour period. Sleep and meals are optional, but we expect people to hop in and out as best they can during that period. More details will be provided by Sandy and the FHIR core team. Though it will be somewhat lonelier than past cthons, it's shaping up to be one of the biggest and most expansive yet.

Joint WG Meetings: We recognize that a key feature of a WGM is the ability to hold joint WG meetings. While some of these may be too big to handle as effectively on Zoom, we've set up a [Confluence Page](#) where you can book such joint meetings for the week of May 18 when we normally have been getting together. Josh will also add a link to this from confluence.hl7.org. Here's how (these directions are also on the Confluence Page):

1. You may want to Review the nostalgic [Meeting Agenda](#) for the joint meetings your Work Group was supposed to be hosting.
2. Contact the co-chairs for that Work Group(s) to find a suitable day/time to hold your joint meeting. The meeting can be scheduled for any time and doesn't have to coincide with the dates that were scheduled for the May 2020 WGM.
3. Create your meeting in the Conference Center (<http://www.hl7.org/concalls/index.cfm?action=home.welcome>) and include all relevant WG List Serves (Hosting WG plus invited WG(s))
4. Add an event to the Work Group Meeting calendar in Confluence with the teleconference information.
5. If you expect your meeting to have more than 100 participants, contact [Dave Hamill](#) or [Mary Ann Boyle](#)

Co-Chair Meetings: Austin and I will be holding a Co-Chair webinar at 3pm EDT on April 30. Peter Jordan suggested the time so I'm assuming at least he'll be representing our Kiwi and Aussie colleagues. We've scheduled a second Co-Chair webinar for 3pm ET on May 18, the same day when we would normally have our Co-Chair dinner. We'll be presenting a good deal of key information at these meetings, so we hope all of you will attend (though we'll also record them for those of you who cannot).

Zoom information:

Work Group Co-Chairs,

There's lots of information below...please read everything as it will prevent confusion when switching to Zoom...

I've created a Zoom account for your Work Group (you may have seen a few emails from Zoom to this "Co-Chair only" listserv).

Co-Chairs can view the above credentials by logging into HL7.org, then going to: Resources > Work Groups > *your Work Group* > Utilities tab.

The User ID is associated with the "[Co-Chair only](#)" listserv for your Work Group so that information from Zoom is only sent to your Work Group's Co-Chairs (you can also use this listserv to email just Co-Chairs in your Work Group as long as you, too, are a co-chair of the Work Group).

Important Info Regarding Zoom Meeting IDs

Meeting IDs are the 9 digit numbers you enter on a phone or type in a URL.

Zoom allows you to create meetings with either a static Personal Meeting ID (PMI) or to generate a unique Meeting ID for a meeting. The phone numbers are the same, regardless of which method you choose.

If you want "simple"...

Have every call utilize the Personal Meeting ID (PMI). It's what I've added to your "Utilities tab" (referenced above) and the participant info (provided at the bottom of this email). It's also the 'Participant Code' that HQ has associated with your Work Group within the HL7 Conference Call calendar (that app allows one, and only one, participant code to be associated with a Work Group).

If you utilize the "Unique Meeting ID" feature (instead of the PMI), Zoom does just that – creates a unique Meeting ID for each recurring call. So if you have 3 recurring calls a week, each one can have it's own unique meeting ID (e.g. 3 unique ids total). With this option, you need to update the info on the HL7 Conference Call calendar appropriately (since it currently reflects the PMI).

The verbiage below is an excellent example of what should be added to Conference Call Calendar 'Notes' and 'Web Meeting Info' portion for those calls with Unique Meeting IDs (thanks to Mary Kay McDaniel's CARIN calls via the FM WG):

Conference Calling Calendar – Notes and Web Meeting Info areas

Notes

**** Please do not use the Participation Information for these calls ****

****Please use the Web Meeting Info provided below. DO NOT use the Participation Information. ****

Web Meeting Info

****Please use the webinar information provided here. DO NOT use the Participation Information. ****

If you are interested in participating, please join from PC, Mac, Linux, iOS or Android: <https://leavittpartners.zoom.us/j/461256971> or Dial: 1 646 876 9923 // Meeting ID: 461 256 971

Dial string (for smartphones): 646-876-9923,,461256971#

Zoom Info to send to Participants

If you utilize the Personal Meeting ID, the info below can be sent to participants for them to join audio and screen-sharing via Zoom.

If you're having Zoom generate Unique Meeting IDs for calls, ignore the info below. You'll want to copy the meeting information from the Zoom and send it out.

Join Zoom Meeting

<https://zoom.us/j/7774142910?pwd=OE9BV2N0TnMzbEpqUjFIdW1iMU5sZz09>

Meeting ID: 777 414 2910

Password: 298853

One tap mobile

+12532158782,,7774142910# US

+13017158592,,7774142910# US

Dial by your location

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 669 900 9128 US (San Jose)

Meeting ID: 777 414 2910

Find your local number: <https://zoom.us/u/aDS0nrT9P>

Other helpful information regarding Zoom for HL7 is the [Zoom Tip Sheet](#), linked via the menu on the left side of [HL7's main Confluence page](#), or click on the link below.

<https://confluence.hl7.org/display/HL7/Zoom+Tip+Sheet>

Does Zoom provide reports on participants that attended the call?

While Zoom does provide meeting history as follows:

Log into Zoom via a browser. At the bottom of the left menu, select Reports > Active Hosts
The following can be viewed or downloaded to Excel: Meeting info, participants and meeting minutes within a specified time range

Unlike FreeConferenceCall.com reporting, Zoom does NOT provide the ability to have the report emailed.

Check out more HL7/Zoom FAQs on Confluence at:

<https://confluence.hl7.org/display/HL7/Zoom+Tip+Sheet?src=breadcrumbs-parent>

Also, visit support.zoom.us to find popular topics about Zoom features, training, and support, including [great training videos](#).

PSS schedules:

September 2020 Ballot Cycle	
February 21, 2020	Submit Work Group Approved PSS to the PMO
April 19, 2020	TSC Approval of the PSS
January 2021 Ballot Cycle	
June 5, 2020	Submit Work Group Approved PSS to the PMO
August 23, 2020	TSC Approval of the PSS
May 2021 Ballot Cycle	
October 9, 2020	Submit Work Group Approved PSS to the PMO
December 18, 2020	TSC Approval of the PSS
September 2021 Ballot Cycle	
February 5, 2021	Submit Work Group Approved PSS to the PMO
April 23, 2021	TSC Approval of the PSS
January 2022 Ballot Cycle	
June 11, 2021	Submit Work Group Approved PSS to the PMO
August 13, 2021	TSC Approval of the PSS

The above dates follow the deadline date rules specified by the TSC:

WG PSS Approval Deadline: 2 weeks after the Friday of the WGM TWO PRIOR to the ballot cycle

TSC PSS Approval Deadline: 4 weeks prior to the Sunday of the WGM ONE PRIOR to the ballot cycle

Upcoming co-chair PTO (Please update!)

Floyd:

Juliet: 3/13 through 4/13 (at least) - working mornings only (9-12pm)

Paul: 30 Sept to 15 Oct (will miss 2 and 9 Oct calls), 15 May (but that is probably canceled anyway due to WGM)

Patty: July 28 through Aug 4 (will miss 8/31 CQI meeting) - may extend to either side...

Yan:

WGM Agendas/Minutes

[Create WGM Agenda](#)

- [January 2021 Virtual WGM Agenda - CQI-CDS](#)
- [September 2020 Virtual WGM Agenda - CQI](#)
- [CQI 2020 May 18-22 - Virtual Meetings](#)
- [WGM Agenda/Minutes San Antonio May 2020 - CANCELLED](#)
- [CQI Agenda February 2020 WGM \(Sydney, Australia\)](#)
- [September 2019 - Atlanta WGM Agenda](#)
- [May, 2019 - CQI WGM Montreal, Canada - Agenda](#)
- [Jan 2019 WG, San Antonio, TX - Agenda](#)
- [May 2018 WG, Cologne, Germany - Agenda](#)
- [Jan 2018 WG, New Orleans, LA - Agenda](#)
- [Sept 2017 WG, San Diego, CA - Agenda](#)
- [May 2017 WG, Madrid, Spain - Agenda](#)
- [Jan 2017 WG, San Antonio, TX - Agenda](#)
- [Sept 2016 WG, Baltimore, MD - Agenda](#)
- [May 2016 WG, Montreal, Canada - Agenda](#)
- [Jan 2016 WG, Orlando, FL - Agenda](#)
- [Oct 2015 WG, Atlanta, GA - Agenda](#)
- [May 2015 WG, Paris, France - Agenda](#)
- [Jan 2015 WG, San Antonio, TX - Agenda](#)
- [Sept 2014 WG, Chicago, IL - Agenda](#)
- [May 2014 WG, Phoenix, AZ - Agenda](#)
- [Jan 2014 WG, San Antonio, TX - Agenda](#)

Tasks from WGM's

Task report

Looking good, no incomplete tasks.

- Sept 2018 WG, Baltimore, MD - Agenda
- Sept 2013 WG, Cambridge, MA - Agenda
- May 2013 WG, Atlanta, GA - Agenda
- Jan 2013 WG, Phoenix, AZ - Agenda

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