**SDWG - Form Definition and Questionnaire Response Subgroup Meeting**

**Logistics:**

*Date / Time:* February 6, 2017, 10:00am to 11:00am EST

*Location:* Telco

*Facilitator:* Martin Rosner

Note taker: Martin Rosner

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Meeting information

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[Join WebEx meeting](https://pchalliance.webex.com/pchalliance/j.php?MTID=m3291da58cfda82571dba7dc3d00112ca)

Meeting number (access code): 921 945 565

Join by phone    
**+1-855-797-9485** US Toll free    
**+1-415-655-0002** US Toll    
[Global call-in numbers](https://pchalliance.webex.com/pchalliance/globalcallin.php?serviceType=MC&ED=504487652&tollFree=1)  |  [Toll-free calling restrictions](https://www.webex.com/pdf/tollfree_restrictions.pdf)

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**Attendees:**

Martin Rosner (Philips)

Benjamin Flessner (Epic)

Brian Reinhold (LNI)

Donna Boccamazzo

Majid

**Agenda:**

1. Review ballot comments for Form Definition
2. AOB

**Action Items:**

Martin – draft NIB

**Review ballot comments for From Definition**

Reviewed comments are tracked on the wiki. Resulting excel sheet is found here:

<http://wiki.hl7.org/images/a/a0/CDAR2_IG_SFDEFDOC_R1_N1_2017JAN_amalgamated_Feb62017.xls>

Tooling: We should move these ‘hand-written’ into Trifolia prior to next ballot and not wait until after the ballot. This may add delay but we will still target the next ballot cycle.

**AOB**

none

**Next Call**

* Feb. 13th, 2017