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| HL7 Tooling Work Group Meeting MinutesLocation: Phone: +1 **770-657-9270**; Participant Passcode: 946251# GoToMeeting URL: <https://www1.gotomeeting.com/join/962877532>  | Date: 2011-06-09Time: 10:00 -11:00 am EDT (15:00-16:00h BST, 7:00-8:00h PST) |
| Facilitator | Andy Stechishin | Note taker(s) | Lynn Laakso |
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| Attendee | Name | Affiliation |
|  | Stacey Berger (SB) | City Of Hope National Medical Center |
| X | Woody Beeler | Beeler Consulting |
| X | Wilfred Bonney (WB) | HL7 Tools Administrator |
| X | Joshua Carmody | HL7 HQ Tooling Administrator |
| X | Jane Curry (JC) | Co-Chair, Health Information Strategies |
|  | Tim Ireland (TI) | NHS |
| X | Lynn Laakso | HL7 HQ Tooling Support |
|  | Abdul-Malik Shakir (AMS) | AMS Consulting |
|  | Lloyd McKenzie | HL7 Canada/ GPi |
| X | Andy Stechishin (AS) | Co-Chair, GPi |
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| **Quorum Requirements Met:** [ ]  No |

**Agenda Topics**

1. Roll Call & Agenda Review
2. Approval of WGM minutes and 2011-05-26 minutes, review of 2011-06-02 notes (no quorum) [Jane]
3. Update on V3 Generator Tool [Lloyd]
4. Update on Tooling Documentation [Wilfred]
5. Other/New Business
* Need to evaluate holding status projects on an upcoming call with the committee to establish criteria.
* Retention period is another set of criteria to discuss.

Supporting Documents -

* <http://wiki.hl7.org/images/a/ad/2011MayWGM_Tooling_Minutes.zip>
* <http://wiki.hl7.org/images/4/49/2011-05-26_Tooling_Call_Minutes.docx>
* <http://wiki.hl7.org/images/2/23/2011-06-02_Tooling_Call_Notes.docx>

Minutes/Conclusions Reached:

* 1. Roll Call & Agenda Review – Jane suggested having Tooling liaisons from other groups as well as Toolsmiths attend once a month. Need to discuss organizing that process. Jane also asked if Lynn had reviewed opportunities for improved communication between GForge and the Wiki – this can be added for next week. Josh asked if we want to review the support agreement for the Oxygen tool which expires in 14 days. Mike also forwarded to Josh a review of the GForge retention policy. Woody will update the wiki. Robert from NIST would be first available the 23rd, probably our best opportunity. Jane moves to accept the agenda. Josh seconds. Approved by general acclamation.
	2. Andy brings up the 6/2 notes for review. Jane moves approval, Woody seconds. Andy asks if we have quorum today? We may or may not but need to review DMP. Jane notes that we need to put it on agenda in advance of the call and send a note to the tooling list about reviewing the DMP. Skip minutes.
	3. V3 generator tool update, Andy is slogging through validations but not sure where Lloyd is at.
	4. Update on Tooling Documentation: Wilfred reports last week’s project was completed, looking at reviewing old Tooling Overview about documentation of HL7 tooling and semantic metadata. Lynn asked for information on doing the listserv subscriptions prescribed in the administrators’ guide. Wilfred will work with her offline. She will also work with Mike Kingery to add the GForge email addresses to the listserv.
	5. Update / Renewal of Oxygen Support Agreement – existing licenses are for DITA support held by Don, Jane and formerly Karen Smith for the SAIF book. The current version has been restructured significantly and has not been restructured into DITA. 3 licenses maintenance is under $300. Woody suggests we need the licenses and we should proceed with renewal. Woody moves renewal and Jane seconds. Andy reminds that we are without quorum but we can recommend renewal. Joshua will pass the information on to Karen. Jane notes that MDHT also has DITA output so if they create IGs we may need the DITA capability in addition to support of the ArB.
	6. GForge retention policy: Josh notes that there are a number of GForge projects in “Holding” status and what should the review process be. Mike told Josh he favors creating a retention policy because our limit on GForge is 90 Gb and only using 20 but we are unable to get more space once it’s needed. Woody asks if this includes SVN. Josh thinks that it does. Woody finds that unlikely that our SVN fits inside of 20 Gb. Download files for Generator or RMIM designer etc are probably included in that space. Woody notes that there is a bunch of stuff out there he’s never reviewed that might be deleted; he’s not sure how one deletes something on SVN. Wilfred also thinks that SVN is part of our GForge repository total size. He also notes that the projects in holding status don’t take up much space; there are few files in them. There are administrative views that show how much space is being used for each project. Joshua will get the space allocation report for the group. Woody found the report and 11 Gb for ballot pack, 3 for normative editions, Rosetree 2 Gb and 4.4 Gb for “others”. It’s a versioning system so there are multiple iterations, and older versions are compressed. They may also only store differences. Woody asks how he removes everything prior to (for example) Jan 1 2008? Things we can try to do to reduce the growth may not affect size – retention policy won’t help us there if it’s mostly ballot related. Josh clarifies that the HQ retention policy is 7 years. Woody notes that at some point we may want to kill the existing V3 ballot package and recreate with a more streamlined profile. Andy asks what the disk usage growth was over the last year. We might monitor the disk usage over the next year for growth to get a baseline. Lynn asks if we can get the stats on the disk usage at the time we migrated over. Josh will ask GForge group.
	7. Other/New business
		+ Need to evaluate “holding” status projects on upcoming call with the committee to establish criteria. E.g. Javasig project in holding status probably has migrated over to RIMBAA project. No one can touch the project when it is holding status. Wilfred recommends against deleting them as no real advantage to disk management and it may be needed to reactivate at some future time. He suggests we leave them for now until we really run into a disk space problem. Andy suggests we contact RIMBAA if they’re still using the javasig project and if they say to delete it then it’s ok. Each project should have an owner still willing to take responsibility for maintaining the project. In reviewing disk usage , the XML Publication Process project’s disk space was unavailable through the admin reporting. Josh will ask about it.
		+ Woody asks Josh about activating IIS server in Windows within an organization; Josh notes that most organizations don’t give users admin rights to their machines to change such a setting.

Adjourned at 11:07 AM EDT.

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| Actions * Joshua will pass on the WG’s support of renewing Oxygen to Karen.
* Josh will ask GForge Group what our initial disk usage was at the time we migrated to get a baseline for disk growth and why the XML Publication Process project’s disk space does not show through admin reporting.
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| Next Meeting / Preliminary Agenda Items* http://wiki.hl7.org/index.php?title=Conference\_call\_Agenda\_2011-06-16
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