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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: 2011-06-16Time: 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 |
| X | Woody Beeler | Beeler Consulting |
| X | Wilfred Bonney (WB) | HL7 Tools Administrator |
| X | Jane Curry (JC) | Co-Chair, Health Information Strategies |
| X | Tim Ireland (TI) | NHS |
| X | Lynn Laakso | HL7 HQ Tooling Support |
| X | Abdul-Malik Shakir (AMS) | AMS Consulting |
| X | Lloyd McKenzie | HL7 Canada/ GPi |
| X | Andy Stechishin (AS) | Co-Chair, GPi |
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| **Quorum Requirements Met:** [ ]  Yes  |

**Agenda Topics**

1. Roll Call & Agenda Review
2. Review and Approval of [WGM minutes](http://wiki.hl7.org/images/a/ad/2011MayWGM_Tooling_Minutes.zip) and [2011-05-26 minutes](http://wiki.hl7.org/images/4/49/2011-05-26_Tooling_Call_Minutes.docx) [Jane]
	* review of [2011-06-02 Tooling Call Notes](http://wiki.hl7.org/images/2/23/2011-06-02_Tooling_Call_Notes.docx) and [2011-06-02 Tooling Call Notes](http://wiki.hl7.org/images/2/23/2011-06-02_Tooling_Call_Notes.docx) and [2011-06-09 Tooling Call Notes](http://wiki.hl7.org/images/2/23/2011-06-02_Tooling_Call_Notes.docx) (no quorum) [Jane]
3. Update on V3 Generator Tool [Lloyd]
4. Update on Tooling Documentation [Wilfred]
5. Update on GForge retention policy with baseline from GForge Group [Josh]
6. Other/New Business

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>

<http://wiki.hl7.org/images/1/18/2011-06-09_Tooling_Call_Notes.docx>

Minutes/Conclusions Reached:

1. Roll Call & Agenda Review
	1. AMS asked to add a discussion on a tool to track educational offerings.
	2. Agenda accepted
2. Minutes
	1. WGM minutes: approval moved by Jane seconded by Woody. Unanimously approved.

Lloyd joins

* 1. 2011-05-26: With correction to the date, Woody moves and Lloyd seconds approval. Unanimously approved.
	2. Notes: From notes of 6/2 – date needs to be corrected. Should formally acknowledge set of practices and criteria for GForge administrators and formally acknowledge the current set of administrators. Cochairs and administrators responsible for tooling and publishing suggests Woody; Andy asks about project administrators – Woody clarifies that the GForge site administrators are the ones who should be named and for whom the criteria should be established.
1. Update on V3 Generator Tool [Lloyd] - should be complete by 2014 (grin). It has collided with other deadlines he had put off. Tentatively end of June and release for international testing in July. Validation may be ready end of July says Andy. Not planning to use it for the 2011Sep ballot cycle. Woody suggests we try to have it integrated by October.
2. Update on Tooling Documentation [Wilfred]
	* He reports he’s working on Tooling overview documentation, HL7 directory structure, metadata and semantics. He contacted certain domain experts Woody, Lloyd, Russ and others for specific information on certain tools. Woody has a diagram he would like to use, and get the MIF 2.2 graphic from Lloyd. He’ll be contacting them to obtain the materials. Lloyd says the MIF graphic is the same, just the label would change.
3. Update on GForge retention policy with baseline from GForge Group [Josh] - Josh is not on the call. Postpone to the 30th.
4. Other/New Business
	* Discussion of tool to track educational offerings.
	* AMS notes that education keeps track of tutorials in an Excel spreadsheet. What they need is a way to see past history, when we have offered which tutorial, who was the speaker, what were the scores for the tutorial, how many people attended. They’d like a database and use a query tool. If they could link it to the registration system to see if attendees had taken the prerequisites, get the students’ background. Mike Henderson designed a database in Access 2 or 3 years ago but there are not enough development resources on the Education Work Group. AMS thought he’d bring it to where he knew there were developers who could do this sort of thing.
	* Woody asks what type of queries he’s looking for? Is the information all in the database, in the spreadsheets? AMS says the information is all available somewhere but not all in one place. Woody notes that Access and Excel can be linked together but if it is in Word documents it’s a more challenging situation. Andy asks if a single person would be querying and requests funneled through that person. AMS says one person would maintain the content and multiple people can query. Woody notes that the more you want to collect, the more places there are to make errors. Once you put a front end on it that can be run by a non-technical staff member then the complexity increases multifold. E.g. Access repository for RIM, RMIM, DMIM, DIM etc but you must have someone to write Rosetree or other interfaces.
	* AMS suggests multiple steps; one to do the analysis of what we want the tool to do for us, and secondly to start building, then look at query functions. Woody notes that the GForge tracker is really the only ‘canned’ tool we already have, which give you a number of data fields that are searchable but other information not easily accessible. Woody also points out that while the registration system would show who registered for the course it does not indicate whether the person actually attended.
	* Andy suggests that such an integrated tool might need the assistance of Electronic Services to access all the information AMS wants. That would be tied to budget, as ES is an internally funded activity. Requirements would certainly be in order, even without access to budget. AMS noted that he wasn’t aware that ES did development, but thought that they enabled application access. The ballot desktop is a complex and feature-filled application developed by Don Lloyd and supported by Don and Mike Kingery as an example. AMS is referred to the ES Work group whose next call is the 28th. If they have no budget he can still come back and see if there’s anyone that can take it on.
	* AMS also notes that MAX project call scheduling has been changed to once per month. Andy suggests the existing call be cancelled and a new schedule initiated for the first Monday of each month at the same time that the prior Wednesday calls were held.
	* Woody notes that publication database now has various fields that can be double clicked and then can be edited, including a spell checker. This WYSIWYG markup uses an MCE editor (TinyMCE) embedded in a DLL to be used in the database. Limitation requires user to have a server installed on their machine which may be challenging for corporate sites restricting the use of local servers. He plans to get this to where you can put in any of the existing PubDBs and you don’t have to migrate your content into it. Andy and Woody spent a few moments evaluating the local code loaded by the server and its inclusions. The popups all have their own page, going back to the server for them. Woody will send Andy a zip file.

Adjourned 11:02 AM EDT

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| Actions * Lynn to send out the agenda to the tooling list prior to the meeting.
* Lynn will link back to the notes from which the discussion on the 30th was first initiated.
* Andy will cancel existing MAX call schedule and set up new call schedule for first Mondays of the month at the same time.
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| Next Meeting / Preliminary Agenda Items* <http://wiki.hl7.org/index.php?title=Conference_call_Agenda_2011-06-23>
* We’ll be looking to touch base with our Tooling liaisons on the 23rd. Woody offers regrets.
* Discuss rules practices and principles for site administrators on the 30th.
* We’ll be reviewing Decision Making Practices on the 30th
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