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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: 2011-06-02Time: 10:00 -11:00 am EDT (15:00-16:00h BST, 7:00-8:00h PST) |
| Facilitator | Jane Curry | 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 |
| regrets | 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 [Jane]
3. Update on V3 Generator Tool [Lloyd]
4. Update on Tooling Documentation [Wilfred]
5. 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>

Minutes/Conclusions Reached:

Woody notes that the XML Spy tool 2005 version doesn’t work with Windows 7. May need to look at other WYSIWYG editors.

Woody will release a new RoseTree tool freeing us from loading RIM into Visio tool; transition will occur through the summer.

Quorum not being reached, the group reviewed Wilfred’s tooling documentation.

Requested Geoffry\_roberts be removed as an administrator.

Josh is the formal liaison to GForge Group (site host).

Gforgeadmin account issued by GForge Group for upgrades.

Use Admin/Project maintenance/View Full Project List to see all projects including inactive/holding and private.

Need to evaluate holding status projects on an upcoming call with the committee to establish criteria. Josh notes that administrative information such as listserv requests and emails have an eight-year minimum retention. Retention period is another set of criteria to discuss.

No quorum, no formal adjournment. Callers disconnected at 11:31 AM EDT.

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| Actions * Wilfred will add a couple sentences for clarification of pointers to additional instructional documents. upload his document to the Tooling Administrator project
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| Next Meeting / Preliminary Agenda Items* 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.
* http://wiki.hl7.org/index.php?title=Conference\_call\_Agenda\_2011-06-09
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