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

**Logistics:**

 *Date / Time:* January 28, 2013, 11:00am to 12:00am EST

 *Location:* Telco

 *Facilitator:* Martin Rosner

Note taker: Martin Rosner

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Meeting information

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Topic: Questionnaire and Response HL7 IG Drafting

Date: Every Monday, from Monday, January 28, 2013 to no end date

Time: 11:00 am, Eastern Standard Time (New York, GMT-05:00)

Meeting Number: 499 376 271

Meeting Password: (This meeting does not require a password.)

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To start or join the online meeting

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Go to <https://continuaalliance.webex.com/continuaalliance/j.php?ED=18250233&UID=492541537&RT=MiMxMQ%3D%3D>

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Audio conference information

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To receive a call back, provide your phone number when you join the meeting, or call the number below and enter the access code.

Call-in toll number (US/Canada): 1-650-479-3208

Global call-in numbers: <https://continuaalliance.webex.com/continuaalliance/globalcallin.php?serviceType=MC&ED=18250233&tollFree=0>

Access code:499 376 271

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**Attendees:**

Martin Rosner (Philips)

Brian Scheller (Healthwise)

Vin Sekar (National E-Health Transition Authority)

Vinayak Kulkarni (Siemens)

Asim Muhammad (Philips)

Emma Jones (Allscripts)

**Agenda:**

1. Review project goals and schedule
2. Review and discuss current options for progressing forward
3. AOB

**Minutes Approval:**

TBD

**Action Items:**

**Review of project goals and schedule**

Project Timeline

|  |  |
| --- | --- |
| Define and seek approval of project scope: | Jan 27 2013 |
| Analysis, design and draft specifications (regular meetings): | Jan – Mar 2013 |
| Implementation Guide DSTU in time for May Ballot: | April 5, 2013 |
| Consider comments from ballot: | May 2013 |
| Submit to TSC for approval and publication: | July 2013 |
| Project End Date: | Sept 22, 2013 |

Few logistics:

* We need a wiki page and reflector – todo item - Martin
* Need to review criteria for tracking quorum – todo item - Martin

**Review and discuss current options for progressing forward**

Asim reviews the project use case and requirements presented in the slides:

[http://www.hl7.org/documentcenter/public/wg/structure/Questionnaires\_Continua-to-HL7\_Workshop\_Result\_(version%2028\_01\_2013).ppt](http://www.hl7.org/documentcenter/public/wg/structure/Questionnaires_Continua-to-HL7_Workshop_Result_%28version%2028_01_2013%29.ppt)

Aside from the presented requirements we urge all participants to consider if there are any additional requirements that we can collect.

Several scenarios should enable to group multiple questions within one section. It would be good to put multiple questions in a section in a results organizer.

Based on members input we will reschedule call to better accommodate Asia-Pac.

Tooling: Asim has tried the MDHT tool in the past. We can also use Trifolia. In the meantime we will draft the document manually.

**AOB**

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**Next Call**

* Feb. 4th, 2013 – tbd – need to reschedule to better accommodate Australia.