

To do list from the minutes January 2015.

The to do's from the January 2015 minutes. This to have a clear overview of the to do's and to remind everyone!

Action	Description	Who	When
1. Sorting out the IHE Profiles.	<ul style="list-style-type: none"> Which IHE profile to work from? What is already done and can be redone in NI2016 and which vendors are willing to show what. Work towards a short list. 	Laura, Emma, Sandy and William	Soon after the HL7 January WGM
2. Set up a Doodle poll for weekly conference calls, starting in February 2015	Agenda items: <ul style="list-style-type: none"> Project planning; IHE profiles; Storyboard development; 	Sandy	Soon after the HL7 January WGM
3. Make a project plan for the NI2016 showcase.	Based on an existing HIMSS project plan. Including: <ul style="list-style-type: none"> requirements for the showcase demonstration 	Sandy	Soon after the HL7 January WGM
4. Set up a mailing list	So sending emails is easier and the change to forget someone is low.	William in collaboration with Patrick	Done
5. Set up a wiki for the project	An HL7 wiki project page so information and documentation is stored in one place.	Anneke	Done
6. Formulate (learning) objectives	This to answer the question: 'what do nurse's get form the NI2016 showcase?'	William and Anneke	Soon after the HL7 January WGM
7. Marketing and communication:			
1. Make a brochure with information	A brochure in the layout of NI2016.	1. Layout made by Patrick. Content -> William draft version	1. Done Soon after the HL7 January WGM
2. Make an article for the HL7 NL website	To inform the public and HL7 NL members.	2. William and Anneke	2. March 2015
3. Talk to vendors	There is a need to	3. Every project	3. Spring 2015

Action	Description	Who	When
to engage them	engage vendors for making the showcase a success.	member of the core team.	
4. Create an abstract for support the marketing and communication	Not necessary to create a paper for formal purposes. However, an abstract will help the marketing and communication.	4. ?	4. ?
5. Create presentations	There is a possibility to have presentations in the showcase area. To be determined in a later phase in the project.	5. ?	5. ?
6. Send examples of announcements to the core team		6. Sandy	6. Soon after the HL7 January WGM
8. Determine next events to meet	We can use upcoming events to meet face to face.		
1. During the HL7 WGM in Paris	Which day and quarter will be the best opportunity?	William will ask for a meeting room.	Soon after the HL7 January WGM
2. During HIMSS, April 13th - 15th in Chicago?		Everyone?	March 2015
3. During the HL7 WGM in Atlanta?			
4. IHE connectathon, 20-24 April 2015.	Recruit vendors.		
5. Other events?			
9. Built the storyline around the selected profiles	For the selected profiles we need to describe a storyline/storyboard. In the project plan after the selection of profiles.	To be determined	To be included in the project plan
10. Develop additions to existing profiles	If selected profiles needs additions for the showcase and to meet the storyboard. For example add new parts to existing CDA documents.	To be determined	To be included in the project plan
11. Develop a new profile for	Will follow the storyline of patient.	To be determined	To be included in the project plan

Action	Description	Who	When
Assessment.			
12. Validation of the content of profiles and storyboards	Best practices of implementations. Use / adapt guidelines.	Ursula?	To be determined
13. Find out if it is possible to give attendees educational points, credits for nurses, etc.	Can we do something with that?	?	?

In the section 'Additional actions' of the minutes there are still the following actions/ items:

15. Goals are to implement by vendors, but also to show nurses how HL7 works in practice.

16. Is the specification ready by April, the European connectathon? The specs can be ready by the end of February (80%). Need to set up several conference calls to get the specs ready.