Punch List re-expressed 11/29/96 by DMW

#	Type	Task	Responsible	Date	Status
1	Comm	Meet to work on common standards tasks, schedule meeting, provide schedule for the work to happen	Mark, Pat. Rob	96/12/12	
2	DM TC	Report on attempts to increase facilitators pool	Ted, Group	96/12/01	
3	DM TC	Develop educational material for January, V3, MDF, modeling techniques,	Jake, Mead	96/12/01	
4	MDF	Look at HMD and find a way to make it more robust in the face of changes to the RIM - such as splitting or specializing a class upon which existing HMDs are based	Wes	96/11/31	
5	MDF	Define revisions to meta-model	Woody	96/12/06	
6	MDF	Circulate revised MDF sections	Mead	96/12/06	
7	MDF	Provide Toy update: scenarios at least Update Toy MIM and HMD	Mead/Jake	96/12/06	
8	MDF	Recruit Virginia Lorenzi for training	Woody	96/12/11	
9	MDF	Provide update to MDF methodology sections based on current feedback	Mead	96/12/15	
10	MDF	Update metamodel	Woody	96/12/15	
11	MDF	Record open MDF issues	Mead	96/12/15	
12	MDF	Update Message Design Model section of MDF.	Wes/Mark	96/12/15	
13	MDF	Publish edited MDF Circulate changed sessions for review	Mead	96/12/15	
14	MDF	Extract turgid prose from MDF Chap 7	Woody	97/01/01	
15	MDF	Finish style guide	AMS	97/01/01	
16	MDF	Publish pre-January MDF	Mead	97/01/15	
17	MDF	Incorporate style guide into MDF	Mead	97/01/15	
18	MDF	Update toy model. Remove conformance claim stuff from Toy	Mead, Woody	97/01/15	
19	MDF	Prepare for Jan. Wed/Thur. Training	Mead, Woody, AMS	97/01/15	
20	Misc	Inform people of Msoft Net Meeting URL	Woody	96/12/06	
21	QA TC	Provide draft QA plan of work	Mead/Wes	96/12/01	
22	RIM	Model Publish	GWB	96/11/31	
23	RIM	Draft style guide based on Indy	AMS	96/11/31	
24	RIM	Determine DIM strategy - what's in each?	???	96/11/31	
25	RIM	Model release: New input fm liaisons, Pt Care & Med Records update, Xref to TC models at Attr level, Add X12N/DICOM (?), 2.3 xrefs	AMS	96/12/05	
26	RIM	Model Publish	GWB	96/12/09	
27	RIM	Preempt objections - call TC chairs	AMS	96/12/15	
28	RIM	Reconcile RIM attribute groups to HL7 compound datatypes	AMS	96/12/15	
29	RIM	Model release: Final corrections, Basis for DIMs	AMS	97/01/02	
30	RIM	Model publish	GWB	97/01/06	
31	Tools	Determine interaction modeling support	Ted, Woody	96/11/15	

			??		
32	Tools	Provide HTML use cases	Woody	96/11/22	
33	Tools	Revise HTML expression to split into multiple files	Woody	96/11/29	
34	Tools	Discuss approach to Literary expression for Interaction and Use Case models in HTML	Woody	96/11/29	
35	Tools	Create proposal for repository/tool strategy (must include HMD and IMS representation)	Woody, Group	96/12/01	
36	Tools	Determine use case modeling support	Ted, Woody	96/12/01	
37	Tools	Redevelop and post Meta Model in response to new issues identified on 6/7 call.	Woody	96/12/14	
38	Tools	Collect new tools: Tog/C++ template, Visio for UC & interaction, Word templates for UC & interaction	Ted, Wes, Woody	97/01/10	
39	Tools	Make changes to Visio templates	Wes	97/12/15	
40	V3Pr	II. Define backwards compatibility V2.3 - V3 Formulate policy (later on we need TSC approval, and publication)	Wes	96/10/17	
41	V3Pr	Outline of ½ day presentations to TCs FOR OAKLAND	Ted	96/11/11	
42	V3Pr	Re-issue final V3 statement of principles	Wes	96/12/01	
43	V3Pr	Coordinate TSC retreat preparations, schedule conference call(s) or fly-in	Wes	96/12/06	
44	V3Pr	Produce outline publication design of V3	Karen/Wes	96/12/10	
45	V3Pr	I. Create MDF addendum for legacy TCs Do a draft that accounts for use of 2.3 trigger events, accounts for 2.3 elements, leads to a complete use case model	Woody	96/12/10	
46	V3Pr	Carry out mail review process of V3 SoP	Wes	96/12/10	
47	V3Pr	Create proposal for V3 ed session (Jan Working Group) set up agenda, organize breakouts (??See 11/11 below	Jake, Mead	96/12/15	
48	V3Pr	IV. Provide material for TSC retreat (includes committee processes/relationships, documentation process, marching orders	Wes	96/12/21	
49	V3Pr	Update "path to V3", transition strategy document, merge with TSC process doc. Provide transition strategy for TSC retreat	Woody	97/01/01	
50	V3Pr	Develop a proposal for V3 tool selection task force for use at retreat	Woody	97/01/01	
51	V3Pr	Summarize issues for compatibility within the V3 series of HL releases	Wes	97/01/01	
52	V3Pr	V. V3 Committee processes & relationships (includes review of MDT for TC activities, define mandatory first ballot contents, review bylaws for needed changes, create and present TC procedures manual	Mead, Woody	97/01/01	
53	V3Pr	Prepare for TSC retreat	Wes, AMS,	97/01/15	

			Woody, Mead		
54	V3Pr	VI. Draft V3 documentation, balloting and publication methods (includes repository policy, full meta model, actual repository implementation, publication policy and practice, balloting methods.	Woody, Wes, Karen, Debbie	97/03/1	
	DM TC	Build toy model list server for coordination, punch lists etc.?? (V3Admin@mayo.edu)	Woody	96/09/10	Done
	DM TC	Provide draft January agenda	AMS/Ted	96/09/23	Done
2	DM TC	Provide draft revised charter	AMS/Ted	96/10/20	Done
	MDF	Publish Interaction model position papers	Mead, Wes, Jake	96/09/06	Done
	MDF	Work on a position paper & example	Wes, Jake	96/09/27	Done
	MDF	Provide comments on Aug 96 document	Group	96/09/30	Done
6	MDF	Determine need for face to face MDF discussion	Group	96/10/18	Done
5	MDF	Discuss and Resolve interaction model issue re int. profiles & object	Group	96/11/14	Done
	QA TC	Provide draft January agenda	Mead/Wes	96/09/23	Done
13	QA TC	Determine need for and/or schedule Meeting for Nov/Dec (joint with V3 process). Circulate list of topics and issues	Mead	96/10/04	Done
	RIM	Schedule Interim Meeting with TC reps (tentatively 10/16-18)	Ted Karen	96/09/25	Done
15	RIM	Provide a list of tasks for delivering the RIM in January	AMS	96/10/04	Done
	RIM	Define procedures for HL7 organizational review of RIM (See V3SoP review task)	Woody	96/10/04	Done
16	RIM	Prepare for Interim Meeting	AMS	96/10/15	Done
	RIM	Model release w/ Indy changes & full definitions	AMS	96/11/01	Done
	Supt	Revise HL7-tech list (list server for TC chairs)	Karen	96/09/13	Done
	Supt	Reschedule conference calls (deal with 10/18, 10/25, 12/27)	Group	96/09/20	Done
18	Supt	Ensure January meeting items are in HL7 Brochure	Karen ?	96/09/23	Done
19	Supt	Maintain Punch List	Mead	96/09/27	Done
	V3 Pr	Discussion draft of V# committee processes FOR OAKLAND	Woody	95/11/11	Done
	V3 Pr	Summarize tasks related to process and content of V3 (previous #23, 25,26,27,35, 49, 51) Create new Punch items	Woody	96/09/15	Done
	V3 Pr	Outline for TSC retreat FOR OAKLAND	Wes	96/11/11	Done
	V3Pr	Re-issue draft V3 statement of principles	Wes	96/10/04	Done
50	V3Pr	Define procedures for review V3 SoP (See RIM review task)	Wes	96/11/08	Done
51	V3Pr	Discussion Draft V3 documentation, balloting and publication methods (includes repository policy, full meta model, actual repository	Woody	96/11/11	Done

		implementation, publication policy and practice, balloting methods. FOR OAKLAND			