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| **eHealth Exchange Testing Workgroup Meeting**  | Agenda: |  | Minutes: | X |
| Facilitator: | Didi Davis | Date:  | 2015/06/30 |
| Note taker: | Matt Blackmon | Time:  | 3-4:00PM (EDT) |
| Attendees |
| Blackmon, Matt | X | Mangus, Chris | X |
| Bouhaddou, Omar  | X | Nadella, Srikanth |  |
| Clark, Darren  |  | Prahl, Marty | X |
| Cook, Ruth |  | Roberts, John |  |
| Davis, Didi | X | Seaver Leale, Amy |  |
| Heflin, Eric | X | Seitz, David | X |
| Hossain, Ummey |  | Soat, Elaine | X |
| Hudson, Gretchen | X | Southerland, Tone | X |
| Hyland, Mario |  | Sterling, Leigh |  |
| Lamy, Joe | X | Stewart, Ryan |  |
| John, Virginia | X | Tyburksi, Michael |  |

**Published Agenda with Meeting Notes**

* Welcome and Introductions
	+ The meeting was convened with introductions of those on the call.
* Discussion of [Sequoia Project (New Name for Healtheway)](http://ehealth-exchange-testing.wikispaces.com/file/view/TheSequoiaProject-Testing-Workgroup_Intro.pptx)
	+ The rebranding of Healtheway, Inc. to the Sequoia Project was presented.
* Review of Testing Workgroup Charter Document
	+ Using the [Draft Charter](http://ehealth-exchange-testing.wikispaces.com/file/view/eHealth_Exchange_Testing_Workgroup_Charter_v06.docx) and the initial [Voting/Roster](https://ehealth-exchange-testing.wikispaces.com/file/view/eHealth_Exchange_Testing_Workgroup_Roster.xlsx), Didi Davis walked through the Draft Charter including the purpose, scope of work, deliverables, timeframe, workgroup composition and responsibilities, and voting procedures. Attendance will be tracked using a roster. Voting policies and procedures, drawn from the Workgroup Charter include:
* When joining the Testing Workgroup, eHealth Exchange Member Organizations are granted Voting Privileges at the start of their second consecutive meeting.
* If no representatives of an eHealth Exchange Member are present for three consecutive meetings, their privileges are suspended and they no longer count toward quorum.
* eHealth Exchange Members voting privileges are re-instated upon attending their second consecutive meeting.
* An email ballot counts as a meeting.

The remaining ballot policies were also introduced. See the Workgroup Charter for details.

* eHealth Exchange Testing [Wiki](https://ehealth-exchange-testing.wikispaces.com/eHealth%2BExchange%2BTesting%2BHome#Home) Review/Navigation
	+ The [Quick Guide](http://ehealth-exchange-testing.wikispaces.com/file/view/Joining-the-eHealth-Exchange-Testing-Workgroup-Communications.docx) was reviewed and the procedures for joining the Testing Workgroup Google Group and Wiki were explained.
	+ A brief overview and walkthrough of the Wiki was conducted.
* [Access Consent Policy Artifacts](https://ehealth-exchange-testing.wikispaces.com/Access%2BConsent%2BPolicy)
	+ The Access Consent Policy Artifacts were presented in the context of the testing Workgroup and its Charter.
* Co-Chair Leadership Discussions
	+ The selection of co-chairs is in process. Didi Davis expects to welcome and announce both co-chairs at the next meeting.
* Content Testing Work Item
	+ The first task work item for the Testing Workgroup was introduced, namely the examination of content testing to improve interoperability among eHealth Exchange participants. The Workgroup has great flexibility and many options to discuss and explore in this area with a lot of freedom to decide and develop this area.
* General Q&A from Group
	+ Didi Davis led the group in a time of brief questions and answers mostly focused on group logistics. She encouraged the group to contact testing@sequoiaproject.org in the event that the tentatively scheduled meeting time was inconvenient.
* Next Call: Next Tuesday, same time and number
	+ The next regularly scheduled call of the Testing Workgroup will occur on Tuesday, July 7, 2015 at 3 p.m. (EDT).
	+ Didi Davis adjourned the meeting.