

Content Handover Meeting minutes - January 2021

International Edition

Handover Status	INITIAL HANDOVER COMPLETE
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Date of Preliminary Handover meeting:

Date of Initial Handover meeting: 18 November 2020

Attendees

- [Andrew Atkinson](#) (AAT)
- [Maria Braithwaite](#) (MBR)
- [Kai Kewley](#) (KKE)
- [Peter G. Williams](#) (PWI)
- [Monica Harry](#) (MHA)
- [Donna Morgan](#) (DMO)
- [Yongsheng Gao](#) (YGA)

Date of Final Handover meeting: 25 November 2020





Attendees

- [Andrew Atkinson](#) (AAT)
- [Maria Braithwaite](#) (MBR)
- [Donna Morgan](#) (DMO)
- [Kai Kewley](#) (KKE)
- [Peter G. Williams](#) (PWI)
- [Yongsheng Gao](#) (YGA)
- [Monica Harry](#) (MHA)




Apologies


Agenda

	Items to be discussed	Actions
1	<p>Prerelease Content Management Activities:</p> <ol style="list-style-type: none">1. Verify that all namespace concepts (in the namespace registry) have been added2. Inactivate the root concept synonym referencing previous release, and add synonym to reference current release.3. Update copyright date on synonym (January releases only; N/A to July 2014)4. Send updated laterality indicator spreadsheet to technical team to support qualifier generation.5. Get SE and SP refset files from Yong6. Content Team to confirm to Release Manager that 4x MRCM refset files are complete and ready to be released (they are then extracted from the termServer during release builds via the termServer Export)	<ol style="list-style-type: none">1. MBR - done verified with Yohani by email 11 Nov 20202. MBR - done please see https://jira.ihtsdotools.org/browse/INFRA-54023. MBR - done please see https://jira.ihtsdotools.org/browse/INFRA-54024. Yong to download Daily build and deliver by Friday 20th5. Yong to download Daily build and deliver by Friday 20th6. Maria confirmed all good + Yong confirmed all requests agreed for next cycle.

2	Discussion of existing Known Issues from the previous Release	<div data-bbox="539 241 1430 309">  ISRS-806 - Invalid modelling of the due to relationship with an Organism RESOLVED - Check ed before close of editing, content issue is resolved </div> <div data-bbox="539 338 1414 423">  ISRS-809 - Illegitimate use of quotation marks used in descriptions IN PROGRESS - All resolved we have a validation rule in the RVF report for this now, 17 issues found and resolved, no issues in RVF report today. </div> <div data-bbox="539 452 1436 707">  ISRS-698 - Defined concepts with no attributes RESOLVED - https://jira.ihtsdotools.org/browse/ISRS-605 relates to the US extension, the ticket we have relating to the International release is https://jira.ihtsdotools.org/browse/ISRS-575 with a failure count of 1716. I have checked a sample of the attached file, the issue is the same, the concepts are marked fully defined by virtue of their stated IS_A relationships which was in the past acceptable, editorial policy has subsequently changed and we now require a proximal primitive parent and the addition of attribute and value pairs. These modelling issues are being addressed by the QI project in many cases using template based editing, no changes required at present. Can we close this down then?? Yes everyone on the call agreed to resolve the ticket and confirm that the QI project will resolve these outstanding issues over the next few cycles </div> <div data-bbox="539 736 1420 920">  ISRS-807 - Primitive Stated parents ON HOLD - As discussed with the technical team, this may require changes to the existing classification service. Further investigation and evaluation are needed before we can implement the changes in production. It is not possible to make the changes for this release. The plan is to address this issue for the July 2021 release. We will update the ticket when the progress has been made. Agreed by everyone on the call to be carried over to July 2021 as too high risk to make classifier changes now - will be planned in for next cycle. </div>
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3	<p>Content Validation Activities in the Current Release cycle:</p> <ol style="list-style-type: none"> 1. Concepts that have changed its high level hierarchy ancestor since last release 2. Concepts with FSNs with changed semantic tags 3. Active concepts with changed FSNs (check for shifts in meaning) 4. Concepts *in*-activated since the last release 5. Concepts *re*-activated since the last release 6. Concepts that changed from fully defined to primitive 7. Concepts that changed from primitive to fully defined 8. New FSNs: Check for adherence to naming conventions, no acronyms, etc. 9. Spell checking for new descriptions and/or manual inspection 10. Review all new and changed text definitions 11. Additions/removals of members of VMP refset (Inactive concepts still in the VMP refsets are removed during release extraction) 12. Additions/removals of members of VTM refset (Inactive concepts still in the VTM refsets are removed during release extraction) 13. Verify that there have been no changes to the Non-human refset in the Workbench. 14. Additions/removals of members of ICD-O simple map refset (Inactive concept still in the ICDO map are removed during release extraction) 15. Active concepts having active historical associations and reasons for inactivation 	
4	<p>Content Team Support availability - Confirm which members of the content team will remain on stand-by until clean database milestone is achieved after release build file QA and post-release assertions are validated.</p>	<p>Maria and Yong will be around.</p>

5	Early visibility of Release Notes	<p>Andrew Atkinson has created the template to update on Confluence: SNOMED CT January 2021 International Edition - SNOMED International Release notes - content team to update with relevant figures for January 2021 content.....</p> <p>ACTION: Maria Braithwaite and Donna Morgan will kindly aim to get them to Andrew Atkinson by 25 November 2020.</p> <p>Yong and Linda to confirm whether or not we need to add info on the new metadata concepts....</p> <p>ACTION: Monica Harry and Paul Amos to review and approve once complete</p>
6	Brief run through of the known issues already identified by the content team during the QA batch process, to ensure that technical team are aware of them, and can either resolve them in time for the release, or confirm as known issues.	Maria confirmed all tickets complete.
7	Versioning and Change Freeze	<p>Plan is to follow the new process as defined last cycle: Technical Team Release tasks - January 2021</p> <p>AAT notified Terance accordingly straight after the call on 18 Nov 2020</p> <p>Versioning + related issues complete and resolved as of 25 Nov 2020 =</p> <div style="border: 1px solid orange; padding: 10px; margin: 10px 0;"> <p> INFRA-5998 - Jira project doesn't exist or you don't have permission to view it.</p> </div> <p>+</p> <div style="border: 1px solid orange; padding: 10px; margin: 10px 0;"> <p> INFRA-6002 - Jira project doesn't exist or you don't have permission to view it.</p> </div>
8	Stats Report	<p>Reports run via the reporting platform:</p> <p>Concepts changed https://docs.google.com/spreadsheets/d/1QhxK1cja523C8CADBK75wzJ4qeXgIKSOfxgSPCR6E8g/edit#gid=0</p> <p>Concepts inactivated https://docs.google.com/spreadsheets/d/1GkapGLVanHreMH6Si3cEvINw0w8oaITEFUDJJ0DoE0w/edit#gid=0</p> <p>New components https://docs.google.com/spreadsheets/d/1QUsMw39gDeW4lYm0dTVrrWDDlxiV2av7Gqv7NxQmMA4/edit#gid=0</p> <p>Release stats https://docs.google.com/spreadsheets/d/1HHKS1ZKsvr9WaDqRbhOirG9qgEKa9lWHwr5lrleAZWA/edit#gid=0</p> <p>Summary Component stats https://docs.google.com/spreadsheets/d/1-XU7byTRnBJUYaDhvlXdzFpHIFxDV746o5F2Msa1Olk/edit#gid=0</p> <p><i>Peter confirmed reports will not be updated now, as most are based on Delta's, and once we've versioned the Delta files will be empty! So we need to check the original reports run by Maria (above) straight after her authoring checks were complete, and just manually take all of the latest fixes (like  ISRS-924 - Issue with Covid concept modelling RESOLVED, etc) into account.</i></p>
9	Risks	None raised

10	AOB	<p>Release schedule task for today - Content Release Lead to request (via Infra ticket) the maintenance screen to be raised in Production, to prevent further updates to International content</p> <div> ISRS-924 - Issue with Covid concept modelling RESOLVED still needs to be resolved - Maria will implement in a fix branch off RFBJAN21 and AAT will regression test (as feedback_fix release type) once complete.</div>
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