2016-04-18 - TRAG Meeting Agenda/Minutes

Date

18 April 2016 - 09:30 +

19 April 2016 - 13:00

Attendees

- **Andrew Atkinson**, Chair
- **Corey Smith**, member
- **Liam Coughlan**, member
- **Dion McMurtrie**, member
- **Mikael Nyström**, member
- **Eric Robertson**, member
- **Robert Turnbull**, Chair

GoToMeeting Details

https://www.gotomeeting.com/join/195811605

Apologies

- **Steve Emrick** member

Meeting Recording

- No longer available, as per Data protection guidelines: **Meeting Recording Policy**

Objectives

- Briefly discuss each item
- Agree on the plan to analyse and resolve each issue, and document the Action points
- All those with Action points assigned to them to agree to complete them before the face to face April conference meeting

Discussion items

Item	Subject	Owner	Notes	Action
1	Conclusion of previous Discussions topics: • Release version control • Additional, non-defining Relationships • Release packaging conventions and File Naming Conventions • Release Management Critical Incident Policy • Naming Conventions for new modules • Modularisation of SNOMED CT	All		☑ Andrew Atkinson to update the new Release Version control proposal and disseminate, in order to get agreement on a final proposal ☑ Andrew Atkinson to publish and implement the final proposal ☑ Andrew Atkinson to ensure that conclusion is implemented: Conclusion: Most people are in favour of resolving them sooner rather than later (marked as additional). However, we need to ensure that it's well documented + early visibility provided to ensure that people are aware that the Stated relationship file now contains Additional relationships as well as Defining. ☑ Andrew Atkinson to finalise the Release Configuration Doc and get it approved as a standard asap ☑ Andrew Atkinson to finalise the Release Management Critical Incident Policy document and get it approved as a standard asap ☑ Andrew Atkinson to finalise this within the Release Configuration Doc and get it approved as a standard asap ☑ Dion McMurtrie to complete Alpha release by end of April 2016
2	Continual Improvement to the Frequent Delivery process	All		☐ **Andrew Atkinson** to create a Continuous Delivery proposal, including all agreed points and disseminate. On hold awaiting holistic IHTDSO approach to Continuous Delivery...
3	Identify maintaining authority	All		☑ Andrew Atkinson to discuss internally the idea to address this using the same Module hierarchy as we have proposed for the Modularisation of SNOMED CT. ☑ This issue is now being considered in relation to several other issues concerning Modularisation. It is therefore on hold until a holistic solution is agreed and implemented
4	Alpha releases	All		☑ Andrew Atkinson to discuss the ideas for improving the collaboration in Alpha release stage proposed, and implement them going forward
5	MLDS as the sole distribution platform	All		☑ Andrew Atkinson to reduce the available releases to n-2 versions in MLDS

6	Michael Lawley's issue with the MDRS	Michael		☑ Andrew Atkinson to discuss the proposed solution internally (to remove the ICD-10 map from the International Edition, and publish it separately), and implement the agreed approach. ☑ This issue is now being considered in relation to several other issues concerning Modularisation. It is therefore on hold until a holistic solution is agreed and implemented.
7	Retirement of refsets	All		☐ Andrew Atkinson to document the proposed approach (to retain the historical audit trail within the original international edition, etc), discuss internally and implement as a standard.
8	Volunteers for testing various releases (both Alpha, Beta, but also Production Releases, both International and Derivative products)	All		☐ All Members of the Terminology Release AG to come back to Andrew Atkinson with volunteers (either themselves, or users/affiliates) to help with the testing
9	Any other questions / issues?	All		
10	3 bullet points for conference summary - any suggestions, or would you prefer us to put something together and share it round for review?	All		☑ Andrew Atkinson to publish