

# 2016-04-18 - TRAG Meeting Agenda/Minutes

## Date

18 April 2016 - 09:30 +

19 April 2016 - 13:00

## GoToMeeting Details

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

## Attendees

- [Andrew Atkinson](#), Chair
- [Corey Smith](#), member
- [Liam Coughlan](#), member
- [Dion McMurtrie](#), member
- [Mikael Nyström](#), member
- [Eric Robertson](#), member
- [Robert Turnbull](#), Chair

## 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	<u>Conclusion of previous Discussions topics:</u> <ul style="list-style-type: none"><li>• <a href="#">Release version control</a></li><li>• <a href="#">Additional, non-defining Relationships</a></li><li>• <a href="#">Release packaging conventions and File Naming Conventions</a></li><li>• <a href="#">Release Management Critical Incident Policy</a></li><li>• <a href="#">Naming Conventions for new modules</a></li><li>• <a href="#">Modularisation of SNOMED CT</a></li></ul>	All		<ul style="list-style-type: none"><li>✓ Andrew Atkinson to update the new Release Version control proposal and disseminate, in order to get agreement on a final proposal</li><li>✓ Andrew Atkinson to publish and implement the final proposal</li><li>✓ 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.</li><li>✓ Andrew Atkinson to finalise the Release Configuration Doc and get it approved as a standard asap</li><li>✓ Andrew Atkinson to finalise the Release Management Critical Incident Policy document and get it approved as a standard asap</li><li>✓ Andrew Atkinson to finalise this within the Release Configuration Doc and get it approved as a standard asap</li><li>✓ Dion McMurtrie to complete Alpha release by end of April 2016</li></ul>
2	<a href="#">Continual Improvement to the Frequent Delivery process</a>	All		<ul style="list-style-type: none"><li><input type="checkbox"/> <a href="#">Andrew Atkinson</a> to create a Continuous Delivery proposal, including all agreed points and disseminate. On hold awaiting holistic IHTDSO approach to Continuous Delivery...</li></ul>
3	<a href="#">Identify maintaining authority</a>	All		<ul style="list-style-type: none"><li>✓ 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.</li><li>✓ 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</li></ul>
4	<a href="#">Alpha releases</a>	All		<ul style="list-style-type: none"><li>✓ Andrew Atkinson to discuss the ideas for improving the collaboration in Alpha release stage proposed, and implement them going forward</li></ul>
5	<a href="#">MLDS as the sole distribution platform</a>	All		<ul style="list-style-type: none"><li>✓ Andrew Atkinson to reduce the available releases to n-2 versions in MLDS</li></ul>

6	Michael Lawley's issue with the MDRS	Michael		<input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> 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 resets	All		<input type="checkbox"/> 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		<input type="checkbox"/> 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		<input checked="" type="checkbox"/> Andrew Atkinson to publish