

**AGENDA for JIC Executive Meeting****Wednesday 12<sup>th</sup> July 2017****20:00-21:00 UTC****Teleconference****Don Sweete, Chair | Fleur McBriar, Secretary**

1. **Welcome, roll call, apologies** ..... DSW
2. **Previous minutes ([20170620](#))** ..... DSW
3. **Agenda approval, requests for other/new business** ..... DSW
4. **Review of action items from previous meetings** ..... DSW  
**Action list:** <https://confluence.ihtsdotools.org/display/JIC/JIC+Action++List>  
*Current outstanding actions are listed as agenda items below...*
5. **JIC Standards Set Work – Patient Summary – Progress update and review plan** ..... JIC Sub-Group
6. **SKMT Glossary**.....Heather Grain  
**ACTIONS:**  
**20170607-01:** HGR to send the original Terms of Reference for the SKMT Governance Committee to FMC so it can be shared prior to the next call.  
**20170607-02:** The JIC’s SDOs to confirm who their representatives will be on the SKMT Governance Committee (please advise Heather Grain: [heather@lginformatics.com](mailto:heather@lginformatics.com))  
**20170607-03:** HGR to reconvene the SKMT Governance Committee to meet so they can review the Terms of Reference and make some recommendations on a future JIC call.
7. **Drafting of FHIR message on behalf of the JIC? (Continued discussion)**.....HL7  
**[20170607:** DSW asked for comments and feedback to be submitted directly to EHA and FMC so that it can be coordinated. MGL said the document was a great start, particularly as a time line.]
8. **New business** ..... DSW
9. **Next meeting and wrap**  
Next meetings:
  - Next teleconference on Wednesday 6<sup>th</sup> September 2017 from 20:00-21:00 UTC.

**Adjournment**