

## Minutes

<b><u>MEETING NAME</u></b>	WG-29	
<b><u>MEETING PLACE/DIAL IN</u></b>	Web meeting	
<b><u>DATE &amp; TIME</u></b>	Friday, April 23, 2021, 11:00AM-12:00PM US ET	
<b><u>PRESIDING OFFICERS</u></b>	Lawrence Tarbox, AAPM Jeroen Medema, Philips	
<b><u>VOTING MEMBERS PRESENT</u></b>	AAPM/Univ. of Arkansas for Medical Sciences American College of Radiology Canon Medical Systems USA, Inc. GE Healthcare Laitek Inc. Mayo Clinic NVIDIA Philips Siemens Healthcare GmbH	Tarbox, Lawrence Kocher, Madison O'Donnell, Kevin Nichols, Steven Behlen, Fred Persons, Kenneth Genereaux, Brad Medema, Jeroen Nolte, Björn
<b><u>OTHERS</u></b>	Click here to enter text.	
<b><u>VOTING MEMBERS ABSENT</u></b>	Agfa HealthCare Inc. American Dental Association Argentix Informatics Inc. Center for Medical Device China Institute for Medical Imaging & Communication Stds.(CIMICS) European Society of Radiology (ESR) Fairhaven Technologies	Seifert, Paul Allareddy, Trishul* Silver, Elliot  Qu, Jianming* Mildenberger, Peter* Horn, Robert*

FUJIFILM Corporation	Murata, Masao*
JIRA	Yomoda, Akihiro*
JSRT	Sakamoto, Hiroshi*
Korean PACS Standards Committee	Kim, Hee-Joung
Leica Biosystems Inc.	Toomey, Dave
Medical Image Standards Association of Taiwan	Lien, Chung-Yueh*
PixelMed Publishing	Clunie, David*
RaySearch Laboratories AB	Boman, Stefan*
Siemens Healthcare GmbH	Klingler, Andreas*
Siemens Healthcare GmbH	Nolte, Björn
Standardization Administration, CFDA	Zheng, Jia*
The University of Queensland	Caffery, Liam
VISUS Health IT GmbH	Kaemmerer, Marc*

**DICOM SECRETARIAT** Carolyn Hull, MITA  
Shayna Knazik, MITA

## **1. CALL TO ORDER AND REVIEW OF ANTI-TRUST RULES AND DICOM PATENT POLICY**

The meeting was called to order. Members were reminded of the Guidelines for Conducting NEMA Meetings and Patent Disclosure Policy may be found here: <https://www.dicomstandard.org/patent>.

## **2. WELCOME/ATTENDANCE/INTRODUCTION**

The attendance was taken.

## **3. REVIEW AND APPROVE AGENDA**

The agenda was reviewed and approved.

## **4. REVIEW MINUTES**

The minutes for the previous meeting were reviewed and approved.

## **5. Cyber/SIIM U- SIIM as channel for DICOM Education and Other Education Options**

## **6. Atlassian tools**

- a. Confluence

**Action:** CH Email re: Larry's password- reset.

- b. Tooling writeup- archived in FTP, editing, etc.

- c. JIRA Add-ons- Service Desk

- i. What should we put on a public page? Should we continue to funnel questions through the DICOM web form?  
**Action:** Begin a document with FAQs
- ii. Knowledge base- Can use this to fill in some information with FAQs. Can gather some of the questions and answers this way and add them to the website.
- d. Importing CPs into JIRA-going to run a batch script (Brad)- Reviewed project for manipulating, representing change proposals in Jira. Ideally will be easier to find, access and more available/transparent.

Brad Genereaux has written scripts using Restful API to use Jira. Can search in the Kanban board for CPs by number, topic, in a packet (not by packet #).

Questions for the team from Brad:

- Linking to FTP file- as we know, Chrome no longer uses FTP file. Thoughts of putting a copy of the PDF file as an attachment in JIRA?
- Is there a data cap? Figure out—updates, etc. Y-250 GB
- **Action:** Carolyn-put together a use case page- for when FTP is blocked. Users are specific product developers-maybe with tags. PDF document properties.
- If putting the PDFs up, do we need any disclaimer to say that this copy is not the source of truth? Yes, disclaimer would be good.
- Dates for CPs and reporter- information is in the PDF (could potentially mine the table)?
  - Perhaps naming the object would be helpful to search.
- Use something that is more browser-friendly- Web Dab?We want to make sure not to break, and potentially keep something mirroring in the background to save.
- **Action:** Ask – want to leave in the directory- can we make the files visible from the web without using FTP? How do we provide read-only access to FTP (with Apache)? Larry to email Carolyn and CH to forward. Ask about public v. private.
- **Knowledge base-**

## 7. Website updates

### a. Participate/DSC page-

<https://www.dicomstandard.org/participate>

<https://www.dicomstandard.org/activity/dicom-standard-committee-membership/>

Menu texts are long- look at it from the mobile- Newly approved or supplement. Update these-

**Action:** Look through menus on the phone and see if they are easy to update. Remove-DICOM Secretariat, DICOM templates.

**b. Contact Us**

- c. FAQs and Knowledge Base** – this is turned on so that items can be saved. Currently this is for Confluence users. Collect the content and see what we have. Start collecting topics. Broad questions. Add these via Jira tickets.

**Open up a Jira Ticket for questions from the public that come in via the webform –**  
Make an issue with this and assign to them. Disposition of status that is tracked.

**Action:** Start with these. Assign some of the questions and develop content and put together an idea of how to present these.

Implicit asks- scan through the website

**Action:** Carolyn to send out from Bill.

**Question:** Is it searchable from the Internet? Not necessarily at first.

**8. Outreach/marketing strategy**

**10. News about DICOM- NA**

**11. NEW BUSINESS**

**12. DATE AND TIME OF NEXT MEETINGS**

The next face to face meeting and any teleconferences of the committees can be proposed.

**Adjourn at**

Reviewed by Counsel 6/29/21