**Windows 7 Checklists**

**Work Product Review** **Meeting Minutes**

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| Project Name: | Imaging Clinical Capture/Display |
| **Scribe:** | Kathy Trombetta |
| **Facilitator:** | Jon-Paul Lerro |
| **Author:** | Jon-Paul Lerro (Presenter) |
| **Date:** | 8/1/12 |

**Attendees**

|  |  |
| --- | --- |
| Name | 8/1/12 |
| Kathy Trombetta | x |
| Jon-Paul Lerro | x |
| Stuart Frank |  |
| Dan Carozza |  |
| Julian Werfel | x |
| Elsie Casugay | x |
| Crystal Gilbert | x |
| Cindy Peterson | x |
| Garrett Kirin | x |
| Jerry Kashtan | x |
| Tammy Preston | x |
| Amy Foster | x |

Minutes

|  | **Main Points, Conclusions/Discussions, Decisions, Next Steps** |
| --- | --- |
| 8/1/12 | 1. Windows 7 Display Test Site Feedback form.docx  Disposition: Approved pending closure of action items and review from Dan Carozza  2. Clinical\_Capture\_Window\_7\_Test\_Site\_Feedback.docx  Disposition: Approved pending closure of action items and review from Dan Carozza  Changed name of docs from Feedback Forms to Checklists  Date Review Closed: |
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Action Items from Review

| **Item**  **No.** | **Open**  **Date** | **Description** | **Assigned**  **To** | **Target**  **Date** | **Date**  **Closed** |
| --- | --- | --- | --- | --- | --- |
| 1 | 8/1/12 | Identified by: Elsie  Location: Display and Capture – Patch 117 Installation Section C  Issue: Remove installation section – patch is released, listed as required  Disposition: Removed Section C | JP Lerro | 8/1/12 | 8/1/12 |
| 2 | 8/1/12 | Identified by: Julian  Location: Display and Capture - Introduction  Issue: functionality list should be numerated to match each section.  Disposition: Updated list to be numerated to match each section for both documents | JP Lerro | 8/1/12 | 8/1/12 |
| 3 | 8/1/12 | Identified by: Kathy  Location: Display and Capture - footers  Issue: Footers are different – they should be consistent throughout the document and change from Feedback form to Checklist.  Disposition: Updated footers to be consistent throughout the document | JP Lerro | 8/1/12 | 8/1/12 |
| 4 | 8/1/12 | Identified by: Jerry  Location: Display - Section 7 – Image Display – Full Resolution Viewer  Issue: Add checks for all types of files that can be opened and displayed on an external viewer.  Disposition: Added in listing of file types that can be opened and displayed in a third party external viewer | JP Lerro | 8/1/12 | 8/1/12 |
| 5 | 8/1/12 | Identified by: JP  Location: Display - Section L  Issue: remove this section  Disposition: Removed section L | JP Lerro | 8/1/12 | 8/1/12 |
| 6 | 8/1/12 | Identified by: JP  Location: Display - Section P  Issue: remove this section  Disposition: Removed section P | JP Lerro | 8/1/12 | 8/1/12 |
| 7 | 8/1/12 | Identified by: Julian  Location: Display - Section Q (DoD Image Sharing)  Issue: MAG VIEW DOD IMAGES security key is no longer needed. All references to it should be removed  Disposition: Removed MAG VIEW DOD IMAGES security key wording | JP Lerro | 8/1/12 | 8/1/12 |
| 8 | 8/1/12 | Identified by: JP  Location:  Issue: Dan needs to review and approve both documents from an FDA perspective | Dan Carozza | 8/1/12 |  |
| 9 | 8/1/12 | Identified by: Amy  Location: Display and Capture  Issue: Verify that hyperlink works  Disposition: Updated the link in both documents | JP Lerro | 8/1/12 | 8/1/12 |
| 10 | 8/1/12 | Identified by: JP  Location: Capture  Issue: update sections A and B to match changes made to Display Checklist  Disposition: Updated the link in both documents | JP | 8/1/12 | 8/1/12 |
| 11 | 8/1/12 | Identified by: JP  Location: Capture – Section F  Issue: JP added one line to the first group in F. Add that line to each group in Section F  Disposition: Added the line to view the note or the report to each subsection in section F (Image Capture section) | JP | 8/1/12 | 8/1/12 |
| 12 | 8/1/12 | Identified by: Garrett  Location: Capture – Section G  Issue: Verify that all associations are covered  Disposition: Added the patient only – clinical, photo ID and administration association type | JP | 8/1/12 | 8/1/12 |