**Bidirectional Query Exchange Workgroup**

**Meeting Agenda**

**February 26-27, 2013**

**Taskforce for Global Health, 325 Swanton Way**

**Decatur, Georgia 30030**

**Conference Room A**

**Meeting Goals:** Collaboratively identify, define and document a standardized use case for bi-directional query immunization information exchange.

**Day 1: Tuesday, February 26, 2013**

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| 8:00 am – 8:30 am | Breakfast (designated area outside of conference room) |
| 8:30 am – 8:45 am | Welcome, Introductions and Logistics  *Bill Brand, PHII* |
| 8:45 am – 9:15 am | Project Overview and Purpose  *Bill Brand, PHII*   * CDC remarks   *Warren Williams, CDC*   * AIRA remarks   *Amy Metroka, AIRA* |
| 9:15 am – 10:15 am | Technical Background and Introduction to Four Focus Areas  *Nathan Bunker*   * Report on current practice and gap analysis * Introduction of four focus areas * Formation and assignment to focus group |
| 10:15 am – 10:45 am | Morning Break |
| 10:45 am – 12:00 am | Break into focus groups   * Review and discuss supporting material specific to your focus area * Discuss and begin creating the following artifacts:   + Lessons learned   + Gaps, problems or areas that need consideration   + Use case stories and diagrams   + Proposed or possible solution(s)   + Decision points for consideration of entire work group   + Next steps * Create and begin preparing presentation |
| 12:00 am – 1:00 pm | Lunch |
| 1:00 pm – 1:40 pm | First Rotation: Visit or present focus area |
| 1:45 pm – 2:25 pm | Second Rotation: Visit or present focus area |
| 2:30 pm – 3:10 pm | Third Rotation: Visit or present focus area |
| 3:15 pm – 3:30 pm | Break |
| 3:30 pm – 3:45 pm | Progress check and instructions to focus groups |
| 3:45 pm – 5:00 pm | Regroup into assigned focus group   * Review information collected from rotations * Finish ten minute presentation |

**Day 2: Wednesday, February 27, 2013**

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| 8:00 am – 8:30 am | Breakfast (designated area outside of conference room) |
| 8:30 am – 8:45 am | Review Day 1  *Bill Brand, Nathan Bunker* |
| 8:45 am – 9:15 am | Focus Group #1  *Presentation – 10 minutes*  *Discussion – 20 minutes* |
| 9:15 am – 9:45 am | Focus Group #2  *Presentation – 10 minutes*  *Discussion – 20 minutes* |
| 9:45 am – 10:15 am | Focus Group #3  *Presentation – 10 minutes*  *Discussion – 20 minutes* |
| 10:15 am – 10:45 am | Morning Break |
| 10:45 am – 11:15 am | Focus Group #4  *Presentation – 10 minutes*  *Discussion – 20 minutes* |
| 11:30 am – 11:45 am | Individual feedback and voting on decision points |
| 11:30 am – 12:15 pm | Lunch |
| 12:15 pm – 1:45 pm | Summary of feedback and voting  Discussion of next steps to ensure readiness by 2016  *Warren Williams, Alison Chi* |
| 1:45 pm – 2:00 pm | Wrap up and next steps for work group  *Bill Brand* |
| 2:00 pm | Adjourn  Travel to airport |