



MiHIN – Business Operations Meeting Agenda



Meeting Date:	December 29, 2009	Teleconference #:	866-274-9016 Code: 241174, web conference invite sent separately
Place:	Web Conference and Holiday Inn Express location 2209 University park Drive, Okemos MI (Directions – I-96 at Exit #110/Mason Exit) Room: Coaches Room	Facilitator:	Shaun J. Grannis, MD MS FAAFP
Time:	3:00-4:30		

- Topic 0: Attendance, Approval of Meeting Minutes (5 minutes)
- Topic 1: Charter review and approval (15 minutes)
- Topic 2: HIE Service Priorities (30 minutes)
- Topic 3: Use Cases (30 minutes)
- Topic 4: Status of Other Workgroups (10 minutes)
- Topic 5: Public Comment

DISCUSSION	0. Attendance, Approval of Meeting Minutes (5 minutes)		
	<ul style="list-style-type: none"> • Take attendance • Approval of previous meeting's minutes 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
DISCUSSION	1. Charter review and approva [VOTE] (15 minutes)		
	<ul style="list-style-type: none"> • Presentation by Co-Chairs 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
DISCUSSION	2. HIE Service Priorities [VOTE] (30 minutes)		
	<ul style="list-style-type: none"> • Discussion facilitated by Shaun Grannis • Vote on HIE Service Priority List 		

ACTION ITEMS / DECISIONS		PERSON RESPONSIBLE	DEADLINE
DISCUSSION	3. Use Cases (30 minutes)		
	<ul style="list-style-type: none"> • Presentation by Shaun Grannis 		
ACTION ITEMS / DECISION		PERSON RESPONSIBLE	DEADLINE
DISCUSSION	4. Status of Other Workgroups (10 minutes)		
	<ul style="list-style-type: none"> • Update by Rick Brady <ul style="list-style-type: none"> ○ Our Timeline ○ Other Workgroups ○ The overall plan 		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
DISCUSSION	5. Public Comment		
	<ul style="list-style-type: none"> • Open to public for any issue 		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE