


# TEMPLATE DRAFT HIAWG Meeting Minutes yyyy-mm-dd

## Kantara Initiative Healthcare Identity Assurance WG Teleconference

[Date and Time](#) | [Agenda](#) | [Attendees](#) | [Minutes Approval](#) | [Action Item Review](#) | [Staff Updates](#) | [Discussion](#) | [AOB](#) | [Attachments](#) | [Next Meeting](#)

### Warning

**This page is a TEMPLATE to make note taking simpler - it does not contain actual meeting content.**

 DRAFT Meeting Minutes - HIAWG approval required

### Date and Time

- **Date:** Thursday, **yyyy mmm dd**
- **Time:** 10:00 PT | 12:00 CT | 10:00 ET | ([time chart](#))
- United States Toll **+1 (805) 309-2350**  
Alternate Toll **+1 (714) 551-9842**
- **Skype: +9905100000481**
  - Conference ID: 613-2898
- [International Dial-In Numbers](#)

### Agenda


1. Administration:
  - a. Roll Call
  - b. Agenda Confirmation
  - c. Minutes Approval: <<<[Link to minutes goes here](#)>>>
  - d. Action Item Review
  - e. Organization Updates - [Director's Corner](#)
  - f. Staff reports and updates
  - g. LC reports and updates
  - h. Call for Tweet-worthy items to feed (@KantaraNews or #kantara)
2. Discussion
  - a.
3. AOB
  - a.
4. Adjourn

### Attendees

[Link to Participant Roster](#)

As of 3 December 2013, quorum is 7 of 12

 Use the Info box below to record the meeting quorum status

 Meeting achieved quorum

### Voting

- 

### Non-Voting

- 

### Staff

- 

## Apologies

- None



### Voting Members for Cut/Paste

- Pete Palmer (C )
- Andrew Hughes (VC)
- Peter Alterman
- Minze Chien
- Jerry Cox
- Rich Furr
- Terry Gold
- Barry Hieb
- Helen Hill
- Ron Moser
- Bob Sullivan
- Laurie Tull



### Selected Non-Voting members for Cut/Paste

- Brian Ahier
- Bill Braithwaite
- Nathan Faut
- Adrian Gropper
- David Kibbe
- Michael Magrath
- Richard Moore

## Notes & Minutes

### Administration

### Minutes Approval

<<put link to minutes here>>

Motion to approve minutes of **yyyy-mm-dd**:

Seconded:

Discussion:

Motion Carried | Carried with amendments | Defeated

### Action Item Review

- 

### Staff Updates

[Director's Corner](#) Link

- 

LC Updates

- 

Participant updates

- 

### Discussion

### AOB

## Attachments

## Next Meeting

- **Date:** Thursday, [yyyy mmm dd+7](#)
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