

# GS1 Australasian Healthcare User Group Local Interest Team (HUGLIT™)

## Meeting Agenda

### Details

**Date:** 14<sup>th</sup> December 2006

**Time:** 10am – 4pm

**Location:** GS1 Australia, Building 4B, 2-4 Lord Street Botany 2019

**GS1 Contact:** Tania Snioch, 0411 477 179

### Agenda

Time	Subject	Responsible
9.30am	Coffee	
10.00am	Welcome and Introductions	Marcel Sieira
10.20am	Format of Discussions	Marcel Sieira
10.30am	Overview of Healthcare User Group (HUG) <ul style="list-style-type: none"> <li>▪ Structure</li> <li>▪ Working Groups</li> <li>▪ 2007-2008 Work Plan and Deliverables</li> </ul>	Gary Hartley
11.00am	Overview of Australasian HUGLIT <ul style="list-style-type: none"> <li>▪ Role</li> <li>▪ Terms of Reference</li> </ul>	Sue Schmid
11.15am	Proposed HUGLIT Charter and Structure <ul style="list-style-type: none"> <li>▪ Overview of document</li> <li>▪ Feedback and Comments</li> </ul>	Gary Hartley Marcel Sieira / All
<b>12.30pm</b>	<b>Lunch</b>	
1.00pm	Proposed HUGLIT Work Plan 2007- 2008 <ul style="list-style-type: none"> <li>▪ Overview of document including explanation of: <ul style="list-style-type: none"> <li>○ Global HUG work areas (HUG -&gt; HUGLIT)</li> <li>○ Australasian specific work areas (HUGLIT -&gt; HUG)</li> </ul> </li> <li>▪ Feedback and comments</li> </ul>	Sue Schmid Marcel Sieira / All
3.00pm	Confirmation of 2007 face to face meeting <ul style="list-style-type: none"> <li>▪ Dates and times</li> <li>▪ Structure</li> </ul>	Marcel Sieira
3.20pm	Election of HUGLIT Chair and Deputy Chair	Marcel Sieira
3.35pm	Next steps <ul style="list-style-type: none"> <li>▪ Milestones to be achieved before next meeting</li> <li>▪ Work Team participation?</li> </ul>	Marcel Sieira / All
3.50pm	Other business <ul style="list-style-type: none"> <li>▪ Marketing and Communications <ul style="list-style-type: none"> <li>○ Coordination of press communications</li> <li>○ Press release</li> <li>○ Standard PowerPoint template and slide set</li> </ul> </li> </ul>	Marcel Sieira / All
4.00pm	Meeting close	Marcel Sieira