

Agenda

Data Use and Network Content Team Meeting

06/27/2007

1 Hour (3:00 – 4:00 pm)

Room 810 (Main Building on the 8th Floor)

Call-in Number: (888) 285-4585

Code: 352556

Webinar Service: <https://meetmenow.webex.com>

Meeting ID: **941 903 868**

For more information on how to use a WebEx conference see the page following the agenda

Type of meeting:	June Meeting of the Data Use and Network Content Team
Facilitators:	Rodney Garland
Co-Chairs:	Nita Heimann
Note taker:	Elizabeth Everman

Minutes

Agenda topics

5	Roll Call	Rodney
10	Review of Trading Partner Agreement Actions	Marina
30	Discussion on Metadata	All
5	Determine Topics for Next Meeting	All
	Adjourn	

Special notes: All documents needed for this discussion are located at <http://www.oregon.gov/DHS/ph/epht/DUNC.shtml>

How to Use WebEx

1. Open internet explorer.
2. Type in the website <https://meetmenow.webex.com>.
3. If a pop box appears that states “This page contains both secure and nonsecure items. Do you want to display the nonsecure items?” Click on the YES button.
4. In the upper right hand corner of the internet explorer screen, you will see a box that says “Insert Meeting Number”.
5. Enter the meeting ID number found on the front page of this agenda. You can enter with spaces or no spaces.
6. Press the orange button to join.
7. Enter your name and email address.
8. Either click the Join button or press enter.
9. If you have never used WebEx before you will get a pop box for loading software. Click on the YES button to load the WebEx software. This is dependent on your operating system. With Windows XP, you may get a “setting up meeting” box with instructions.
10. Wait about 1 to 2 minutes to load.
11. You should now be connected to the meeting and should see two screens, one is the shared desktop window which will say at the top left “Rodney Garland’s Desktop” or something similar. The other is the Webex MeetMeNow participant and chat box.
12. If you click on “View Full Screen” you will need to double click the expanded screen to minimize.
13. When the Webinar is complete, closing either of these two screens will stop the WebEx session.
14. A Feedback webpage will pop up. You can close this and not complete the form.