

# 2021-09-23 GSWG Plenary Meeting Notes

## Meeting Date

23 Sept 2021

## Zoom Meeting Link / Recording

- <https://zoom.us/j/93422975897?pwd=SUhKMxdUTHgxYFdDUzNNTWVVTk9nZz09>  
(This link will be replaced with a link to the recording of the meeting as soon as it is available)

## Attendees

- [Drummond Reed](#)
- [Scott Perry](#)
- [Steven Milstein](#)
- [Steve Magennis](#)
- [Carly Huitema](#)
- [Nicky Hickman](#)
- [Alex Tweeddale](#)
- [Savita Farooqui](#)
- [Karen Hand](#)
- [Vikas Malhotra](#)
- [Judith Fleenor](#)
- [Jim St.Clair](#)
- [Chris Ingrao](#)

## Main Goal of this Meeting

Approve a new deliverable and decide about a terms wiki.

## Agenda Items and Notes (including all relevant links)

Time	Agenda Item	Lead	Notes
5 min	<ul style="list-style-type: none"><li>• Start recording</li><li>• Welcome &amp; antitrust notice</li><li>• Introduction of new members</li><li>• Agenda review</li></ul>	Chairs	<ul style="list-style-type: none"><li>• <b>Antitrust Policy Notice:</b> <i>Attendees are reminded to adhere to the meeting agenda and not participate in activities prohibited under antitrust and competition laws. Only members of ToIP who have signed the necessary agreements are permitted to participate in this activity beyond an observer role.</i></li><li>• New Members:</li></ul>
5 mins	Review of previous action items	Chairs	<ul style="list-style-type: none"><li><input type="checkbox"/> ACTION: <a href="#">Drummond Reed</a> to finish his review of the <a href="#">ToIP Governance Metamodel Companion Guide</a>.</li><li><input checked="" type="checkbox"/> ACTION: Scott Perry to notify Savita Farooqui about the requirement to provide 7 day advanced notice (via the GSWG mailing list) if she would like to request WG approval of new versions of the ToIP Governance Framework Matrix and Governance Framework Matrix Companion Guide at the next meeting.</li><li><input checked="" type="checkbox"/> ACTION: Drummond Reed to start an async discussion on the topic of GSWG terminology, glossaries, and mental models on the #governance-stack-wg Slack channel.</li></ul>
10 mins	Task Force reports	TF Leads	<ul style="list-style-type: none"><li>• <a href="#">Trust Assurance TF</a> — <a href="#">Scott Perry</a><ul style="list-style-type: none"><li>◦ Has birthed six documents approved at the Working Group Approved Deliverable level</li><li>◦ Scott will be showing how several of these look with the new ToIP Style Guide</li><li>◦ TATF meetings have been halted until those are published</li></ul></li><li>• <a href="#">Governance Architecture TF</a> — <a href="#">Drummond Reed</a><ul style="list-style-type: none"><li>◦ See action on the <a href="#">ToIP Governance Framework Matrix</a> and <a href="#">Governance Framework Matrix Companion Guide</a> below</li></ul></li><li>• <a href="#">ToIP Stack Design Principles TF</a> — <a href="#">Drummond Reed</a><ul style="list-style-type: none"><li>◦ See <a href="#">Design Principles for the ToIP Stack</a> (Google doc draft)</li></ul></li></ul>
10 min	Call for consensus: Working Group Approved Deliverable	<a href="#">Savita Farooqui</a>	<ul style="list-style-type: none"><li>• The proposed final versions of the <a href="#">ToIP Governance Framework Matrix</a> and <a href="#">Governance Framework Matrix Companion Guide</a> were sent to the GSWG mailing list 10 days ago</li><li>• <b>DECISION:</b> The <a href="#">ToIP Governance Framework Matrix</a> and <a href="#">Governance Framework Matrix Companion Guide</a> are approved as Working Group Approved Deliverables.</li></ul>

10 mins	Preview of ToIP Deliverable Style Guide	<a href="#">Scott Perry</a>	<ul style="list-style-type: none"> <li>• Scott will show what our first ToIP Approved Deliverables look like based on the new style guide he has developed for the Communications Committee.</li> <li>• Scott has developed the Style Guide based on graphic design guidelines from Peter Stoyko at <a href="#">Elanica</a>.</li> <li>• Comments: <ul style="list-style-type: none"> <li>◦ <a href="#">Karen Hand</a>: Is there a reason the text is in red? I know for colour blind individuals this is an issue.</li> <li>◦ <a href="#">Nicky Hickman</a>: Might be useful to think about print versions that is black and white only - easier and less costly for those that want to print. Would also recommend an accessibility review and guidelines - e.g. alt text for pictures.</li> <li>◦ <a href="#">Karen Hand</a>: The White Paper Task Force (WPTF) Author Guideline is to provide guidance on how to write, what the contents should cover, what is a whitepaper, etc.. We were leaving the format or publication format to the CC. There are definitely elements here we were considering for WPTF.</li> <li>◦ <a href="#">Nicky Hickman</a>: Maybe we could add the accessibility piece to the HXWG agenda, I think there could be some issues with the colour of the body text for easy of reading on the eyes (contrast issues and also colour blind issues (1 in 12 men are colour blind).</li> </ul> </li> </ul>
10 mins	GSWG Terms Wiki	<a href="#">Drummond Reed</a>	<ul style="list-style-type: none"> <li>• The time has come to create a <a href="#">terms wiki</a> for all our glossary terms</li> <li>• We need to decide whether GSWG needs its own, or whether we will contribute to a ToIP general terms wiki, or both.</li> <li>• GSWG will have the opportunity to create a term like Wikipedia that create terms links and popups.</li> <li>• A terms wiki is part of a GitHub repository - available for external communities to contribute to.</li> <li>• Design makes it easy to construct a Glossary.</li> <li>• The Concepts and Terminology WG is working on tools to help address conflicts in term definitions across multiple terms wikis.</li> <li>• <a href="#">Drummond Reed</a> walked through <a href="#">the existing CTWG terms wiki</a> to describe its features and functions.</li> <li>• He then posed the question: "Does the GSWG need a separate terms wiki or would we rather contribute to a general one for ToIP terms?" <ul style="list-style-type: none"> <li>◦ <a href="#">Savita Farooqui</a> suggested that a general approach would be the best start.</li> <li>◦ <a href="#">Scott Perry</a> agreed.</li> <li>◦ <a href="#">Vikas Malhotra</a> also voted in favor of the general approach.</li> <li>◦ <a href="#">Carly Huitema</a> agreed.</li> </ul> </li> <li>• <b>DECISION: The GSWG does not need its own dedicated terms wiki at this time, but will contribute to a "ToIP Core" terms wiki whose scope is terms intended to be used throughout ToIP architecture and governance. A dedicated GSWG terms wiki can always be initiated in the future if needed.</b></li> <li>• ACTION: <a href="#">Drummond Reed</a> to communicate that decision to the Concepts and Terminology WG and propose a specific plan of action for beginning work on the "ToIP Core" terms wiki.</li> </ul>
5 mins	Calls for review	<a href="#">Drummond Reed</a> <a href="#">Victor Golubkov</a>	<ul style="list-style-type: none"> <li>• ACTION: All WG members are strongly urged to review the <a href="#">Introduction to ToIP V2 white paper</a>—please submit any comments directly to the Google doc. <ul style="list-style-type: none"> <li>◦ <a href="#">Judith Fleenor</a> also asked for other WG chairs to put review of the paper on the agenda for their meetings over the next 10 days.</li> </ul> </li> <li>• GSWG members are also encouraged to review or contribute to the <a href="#">Design Principles for the ToIP Stack</a>, which should have a first draft completed by the end of the month</li> </ul>
5 mins	<ul style="list-style-type: none"> <li>• Review decisions/action items</li> <li>• Planning for next meeting</li> </ul>	Chairs	<ul style="list-style-type: none"> <li>• At the next meeting we should hopefully be ready to review the ToIP Governance Metamodel and its Companion Guide.</li> </ul>

## Decisions

- **DECISION: The [ToIP Governance Framework Matrix](#) and [Governance Framework Matrix Companion Guide](#) are approved as Working Group Approved Deliverables.**
- **DECISION: The GSWG does not need its own dedicated terms wiki at this time, but will contribute to a "ToIP Core" terms wiki whose scope is terms intended to be used throughout ToIP architecture and governance. A dedicated GSWG terms wiki can always be initiated in the future if needed.**

## Action Items

- ☐ ACTION: [Drummond Reed](#) to finish his review of the [ToIP Governance Metamodel Companion Guide](#).
- ☐ ACTION: [Drummond Reed](#) to communicate that decision to the Concepts and Terminology WG and propose a specific plan of action for beginning work on the "ToIP Core" terms wiki.
- ☐ ACTION: All WG members are strongly urged to review the [Introduction to ToIP V2 white paper](#)—please submit any comments directly to the Google doc.