

# 2021-09-27 CTWG Meeting Notes

## Meeting Date

- 27 Sept 2021

## Zoom Meeting Link / Recording

- <https://zoom.us/j/94037882283?pwd=MWFRbmQ3b1FUeUJPRm9iRWRJNFIDQT09>  
(This link will be replaced with a link to the recording of the meeting as soon as that is available)

## Attendees

- [Drummond Reed](#)
- [Daniel Hardman](#) <== sends regrets
- [Rieks Joosten](#) <== still be on vacation
- [Scott Perry](#)
- [Nicky Hickman](#)
- [Steven Milstein](#)

## Main Goal of this Meeting

Review progress on the ToIP Term Tool, [the proposed outline for the CTWG User Manual](#), and discuss the first proposed ToIP terms wikis.

## 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>	Chair	<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 min	Review of previous action items	Chair	<ul style="list-style-type: none"><li><input type="checkbox"/> ACTION: <a href="#">Daniel Hardman</a> will investigate if there is a simple solution for the V1 tool to support a glossary including more than one definition of the same term BUT indicating which is the authoritative definition.</li><li><input checked="" type="checkbox"/> ACTION: Drummond Reed and Daniel Hardman to prepare at least an outline of the CTWG User Manual V1 based on the work already done on the Terms Wikis branch of our Confluence wiki and in the Markdown document Rieks Joosten has started.</li><li><input checked="" type="checkbox"/> ACTION: Michel Plante to check with his contact about potential interest in our bounty by sharing the current writeup (knowing it will be revised).</li></ul>
10 min	Update on ToIP Term Tool glossary publishing process	<a href="#">Daniel Hardman</a>	<ul style="list-style-type: none"><li>• We skipped this agenda item as Daniel had a las-minute conflict and could not attend.</li></ul>
20 min	Review proposed outline for CTWG User Manual	Chair	<ul style="list-style-type: none"><li>• See <a href="#">the proposed outline for the CTWG User Manual</a>.</li><li>• <a href="#">Daniel Hardman</a> added comments to the Google doc.</li><li>• ACTION: <a href="#">Drummond Reed</a> to incorporate Daniel's comments to the <a href="#">CTWG User Manual Google doc</a>, then send to Slack and the mailing list for further feedback.</li></ul>

15min	Discuss the first ToIP terms wikis	All	<ul style="list-style-type: none"> <li>• Our very first terms wiki is our own: <a href="https://github.com/trustoverip/ctwg-terms/wiki/">https://github.com/trustoverip/ctwg-terms/wiki/</a></li> <li>• The question now is what other ToIP WGs want to create what terms wikis?</li> <li>• The Governance Stack WG met last week and decided that they do <b>not</b> want to create their own terms wiki at this time, but would rather contribute to a shared ToIP community terms wiki. <ul style="list-style-type: none"> <li>◦ They would like the initial emphasis to be put on ToIP-community-wide terms.</li> <li>◦ They felt that this would encourage harmonization early on the most terms that were most important to use consistently across all our deliverables.</li> <li>◦ They felt that having one "general" or "core" set of terms would make it easier to distinguish when other scopes are really needed.</li> <li>◦ They also wanted to collaborate with the CTWG on this initial terms wiki.</li> </ul> </li> <li>• Do we agree? <ul style="list-style-type: none"> <li>◦ No objections, but some concerns about conflicting definitions coming from different WGs/TFs.</li> <li>◦ <a href="#">Nicky Hickman</a> asked the question about having different definitions of the same term in different scopes.</li> <li>◦ <a href="#">Drummond Reed</a> pointed out that this particular terms wiki would be defined by the scope of "ToIP as a whole", i.e., acting as an overall terms community.</li> <li>◦ <a href="#">Judith Fleenor</a> pointed out that we need to have alignment on tags. This raised the issue about how tags are related to terms wikis.</li> <li>◦ ACTION: <a href="#">Drummond Reed</a> to check with <a href="#">Daniel Hardman</a> about the relationship of tags to terms wikis.</li> <li>◦ <a href="#">Steven Milstein</a> suggested that we begin with a core ToIP wiki and then each WG or TF who wants a different definition can do it in their own scope on their own terms wiki. <ul style="list-style-type: none"> <li>▪ There was consensus that this was the best approach.</li> </ul> </li> </ul> </li> <li>• What do we want to call this ToIP community-wide terms wiki? Candidates: <ul style="list-style-type: none"> <li>◦ toip-terms <ul style="list-style-type: none"> <li>▪ The one concern about this is the potential confusion this might cause, i.e., that this scope applies to all terms defined anywhere.</li> </ul> </li> <li>◦ toip-general-terms <ul style="list-style-type: none"> <li>▪ <a href="#">Judith Fleenor</a> preferred this</li> </ul> </li> <li>◦ toip-core-terms <ul style="list-style-type: none"> <li>▪ <a href="#">Nicky Hickman</a> and <a href="#">Drummond Reed</a> preferred this</li> </ul> </li> <li>◦ <b>DECISION: The CTWG will create a ToIP Core terms wiki to host terms on behalf of the ToIP terms community as a whole. The scope of this terms wiki is the whole of the ToIP stack. If there is disagreement between WGs about the definition of a term in the ToIP Core terms wiki, that term should be defined in one or more WG-specific terms wikis.</b></li> </ul> </li> <li>• Who wants to volunteer to help set up and start populating this terms wiki? <ul style="list-style-type: none"> <li>◦ <a href="#">Judith Fleenor</a> suggested setting up a Task Force within CTWG for that terms</li> <li>◦ ACTION: <a href="#">Daniel Hardman</a> work with <a href="#">Drummond Reed</a> to set up the ToIP Core terms wiki.</li> <li>◦ ACTION: <a href="#">Drummond Reed</a> to set up the ToIP Core Terms Task Force.</li> </ul> </li> </ul>
	YOMA Terms Wiki	<a href="#">Nicky Hickman</a>	<ul style="list-style-type: none"> <li>• Nicky explained that she started work on the YOMA glossary using the Sovrin "mental model", but then switched to using the eSSIF-Lab mental models.</li> <li>• She wanted to know where to get the terms for the ToIP scope. <ul style="list-style-type: none"> <li>◦ <a href="#">Drummond Reed</a> suggested the <a href="#">Good Health Pass Glossary</a> due to all the work that went into it.</li> </ul> </li> </ul>
5mins	<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>• By the next meeting we should have the ToIP Core terms wiki up and running.</li> <li>• ACTION: <a href="#">Drummond Reed</a> to work with <a href="#">Judith Fleenor</a> prepare a plan for recruiting ToIP Core Terms Task Force members from all WGs.</li> </ul>

## Decisions

- **DECISION: The CTWG will create a ToIP Core terms wiki to host terms on behalf of the ToIP terms community as a whole. The scope of this terms wiki is the whole of the ToIP stack. If there is disagreement between WGs about the definition of a term in the ToIP Core terms wiki, that term should be defined in one or more WG-specific terms wikis.**

## Action Items

- ☐ ACTION: [Daniel Hardman](#) will investigate if there is a simple solution for the V1 tool to support a glossary including more than one definition of the same term BUT indicating which is the authoritative definition.
- ☐ ACTION: [Drummond Reed](#) to incorporate Daniel's comments to the [CTWG User Manual Google doc](#), then send to Slack and the mailing list for further feedback.
- ☐ ACTION: [Drummond Reed](#) to check with [Daniel Hardman](#) about the relationship of tags to terms wikis.
- ☐ ACTION: [Daniel Hardman](#) work with [Drummond Reed](#) to set up the ToIP Core terms wiki.
- ☐ ACTION: [Drummond Reed](#) to set up the ToIP Core Terms Task Force.
- ☐ ACTION: [Drummond Reed](#) to work with [Judith Fleenor](#) prepare a plan for recruiting ToIP Core Terms Task Force members from all WGs.