

2021-10-07 GSWG Plenary Meeting Notes

Meeting Date

07 Oct 2021

Zoom Meeting Link / Recording

- <https://zoom.us/j/98299579894?pwd=c3UyQm1wR1RaaWV6S0NsMjJ1OFRtQT09>
(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](#)
- [Alex Tweeddale](#)
- [Carly Huitema](#)
- [Nicky Hickman](#)
- [Judith Fleenor](#)

Main Goal of this Meeting

Review the status of the Core Four deliverables and our roadmap once they are done; begin work on the [ToIP Core terms wiki](#)!

Agenda Items and Notes (including all relevant links)

Time	Agenda Item	Lead	Notes
5 min	<ul style="list-style-type: none">• Start recording• Welcome & antitrust notice• Introduction of new members• Agenda review	Chairs	<ul style="list-style-type: none">• Antitrust Policy Notice: <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>• New Members:
5 mins	Review of previous action items	Chairs	<ul style="list-style-type: none"><input type="checkbox"/> ACTION: Drummond Reed to finish his review of the ToIP Governance Metamodel Companion Guide.<input checked="" type="checkbox"/> 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.<input checked="" type="checkbox"/> 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.
5 mins	ToIP Approved Deliverables report	Scott Perry	<ul style="list-style-type: none">• Scott explained deliverables approval process once the GSWG has approved a Working Group Approved Deliverable.• It then goes to Judith who schedules it for review and approval by the ToIP Steering Committee.• Assuming that is done, the document is converted into a final form following the new ToIP Style Guide and published on our website.<ul style="list-style-type: none">◦ Judith Fleenor suggested that it will speed up the process if the deliverable is put into the ToIP Style Guide format before going to the SC.◦ Judith also suggested that the blog post for the public announcement of the deliverable.• ACTION: Add links to the table of deliverables on the GSWG home page for each Working Group Approved Deliverable to the GSWG meeting page at which the deliverable was approved.• ACTION: Scott Perry and Drummond Reed to arrange a meeting with Savita Farooquito to discuss preparing a blog post about the six GSWG approved deliverables that are ready to be approved.

5 mi ns	Task Force reports	TF Leads	<ul style="list-style-type: none"> • ToIP Stack Design Principles TF <ul style="list-style-type: none"> ◦ See Design Principles for the ToIP Stack (Google doc draft) ◦ Goal is completion this week - Draft is complete ◦ Final Community Writing Workshop is Thursday at 17:00-18:00 PT / 00:00-01:00 UTC ◦ ToIP-wide Comment Period may start as early as next week. • Governance Architecture TF <ul style="list-style-type: none"> ◦ Savita's Governance docs are being reviewed by Steering Committee this week. ◦ This is the next step in the Core Four (next topic) (Governance and Technical Specifications) ◦ ACTION: NEED for Drummond Reed to coordinate with Victor Golubkov to convert the Introduction to ToIP V2 white paper into the ToIP Style Guide template.
5 mi ns	Review "Core Four" progress	Drummond Reed	<ul style="list-style-type: none"> • See the description of the Core Four on the Introduction to ToIP wiki page • Introduction to ToIP ready for final graphics and Steering Committee approval • Design Principles for the ToIP Stack almost ready for community review • ToIP Governance Architecture Specification next in line • ToIP Technology Architecture Specification is the final component
1 5 mi ns	Post "Core Four" roadmap	Chairs	<ul style="list-style-type: none"> • OPEN DISCUSSION: What is our next highest priority once the Core Four are done? • @Judith - Need a decision tree roadmap for tools and specifications • Alex - Creation of Governance Framework Templates - per layer • Carly - Agile Flow to use the repository • Drummond Reed - Coordinate with EFWG to create a lifecycle document for implementation • Steve Magennis- As a new user, what do I need to know? • Drummond - Use of example templates in the draft stage Yoma https://docs.google.com/document/d/1UGUq6wuTrJH-TCKL7Fzw8cHqcFXMoQwK/edit?usp=sharing&oid=103576046431467753337&tpof=true&sd=true • Drummond Reed - need collect lessons learned from governance framework architects
1 5 mi ns	ToIP Core Terms Wiki	Drummond Reed	<ul style="list-style-type: none"> • The ToIP Core terms wiki is up and running! • Now we need to start the work to populate it • This includes forming the ToIP Core Terms Task Force • Need to ensure that all terms in published ToIP documents need to have a wiki definition. • ACTION: CHAIRS to add a requirement step in our document publish process for adding terms. • ACTION: ALL to start populating ToIP Terms Wiki.
	Any other business?		
5 mi ns	<ul style="list-style-type: none"> • Review decisions /action items • Planning for next meeting 	Chairs	<ul style="list-style-type: none"> • ACTION: Drummond Reed to schedule Alex Tweeddale to present at the next meeting on the Cheqd governance framework for their Layer 1 public utility (https://docs.cheqd.io/governance/)

Decisions

- None

Action Items

- ☐ ACTION: [Drummond Reed](#) to finish his review of the [ToIP Governance Metamodel Companion Guide](#).
- ☐ ACTION: Add links to the table of deliverables on the GSWG home page for each Working Group Approved Deliverable to the GSWG meeting page at which the deliverable was approved.
- ☐ ACTION: [Scott Perry](#) and [Drummond Reed](#) to arrange a meeting with [Savita Farooqui](#) to discuss preparing a blog post about the six GSWG approved deliverables that are ready to be approved.
- ☐ ACTION: NEED for [Drummond Reed](#) to coordinate with [Victor Golubkov](#) to convert the Introduction to ToIP V2 white paper into the ToIP Style Guide template.
- ☐ ACTION: CHAIRS to add a requirement step in our document publish process for adding terms.
- ☐ ACTION: ALL to start populating ToIP Terms Wiki.
- ☐ ACTION: CHAIRS to add a requirement step in our document publish process for adding terms.
- ☐ ACTION: ALL to start populating ToIP Terms Wiki.
- ☐ ACTION: [Drummond Reed](#) to schedule [Alex Tweeddale](#) to present at the next meeting on the Cheqd governance framework for their Layer 1 public utility (<https://docs.cheqd.io/governance/>)

