

2021-10-11 CTWG Meeting Notes

Meeting Date

- 11 Oct 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](#) a.k.a. Lausanne Ward
- [Rieks Joosten](#)
- [Scott Perry](#)
- [Nicky Hickman](#)
- [Steven Milstein](#)

Main Goal of this Meeting

Determining the next steps for putting terms wikis into practice within ToIP Working Groups.

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 min	Review of previous action items	Chairs	<ul style="list-style-type: none"><input type="checkbox"/> 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.<input type="checkbox"/> 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.<input type="checkbox"/> ACTION: Drummond Reed to check with Daniel Hardman about the relationship of tags to terms wikis.<input checked="" type="checkbox"/> ACTION: Daniel Hardman work with Drummond Reed to set up the ToIP Core terms wiki.<input type="checkbox"/> ACTION: Drummond Reed to set up the ToIP Core Terms Task Force.<input type="checkbox"/> ACTION: Drummond Reed to work with Judith Fleenor prepare a plan for recruiting ToIP Core Terms Task Force members from all WGs.
5 min	Update on ToIP Term Tool	Daniel Hardman	<ul style="list-style-type: none">• The ToIP Term Tool is "one whisker away" from complete closure for V1.• The one thing that's not functional yet is selecting a subset of terms from a target terms wiki—it CAN produce a glossary from multiple terms wikis.• Daniel believes that in the short term, that will okay, as he expects in the short term the need will be to combine a specialized terms wiki with a general one.

15 min	Discussion of overall approach	All	<ul style="list-style-type: none"> We discussed the overall approach to bringing up and populating terms wikis. It reflects the classic tension between wanting to get deliverables out (speed) and wanting to use high-quality, widely-agreed terms (accuracy/quality). Nicky Hickman gave the example of how the YOMA glossary has been developed, which she considers a "guinea pig" for CTWG. Drummond Reed and Scott Perry mentioned the six deliverables relative to risk assessment and trust assurance from the GSWG. Rieks Joosten emphasize the value of actual use of terms in a glossary. He had a concern about the format of the hyperlinks that we are using. ACTION: Rieks Joosten and Daniel Hardman to arrange a meeting to discuss how this hyperlinking should work with ToIP Term Tool V1 and our current terms wikis.
20 min	Review of CTWG terms wiki	Chairs	<ul style="list-style-type: none"> Now that we are going to have the ToIP Core terms wiki, we need to review our own CTWG terms wiki and decide what additional terms are needed. Rieks Joosten suggested that we need to decide about the way we will be curating our own CTWG terms wiki (the procedure, roles, who will be fulfilling them etc.), not only to ensure our terms remain good, but also to provide other terms communities with an example of how to do curation. Rieks proposes we be able to use terms from the ToIP Core terms wiki, such as "party", but have the hyperlink to the term. ACTION: Rieks Joosten to think more about the curation process for a terms wiki and whether he wants to propose a specific process for the CTWG terms wiki.
10 min	Review of ToIP Core terms wiki	Chairs	<p>The ToIP Core terms wiki is now ready for curating (and the ToIP Core Terminology should also be established, and published in a ToIP Core Glossary).</p> <ul style="list-style-type: none"> This terms wiki was originally populated with a variety of ToIP terms by Daniel Hardman and Rieks Joosten. Now we need to tailor it specifically for ToIP core terms. Drummond Reed has already eliminated any term that was also in the CTWG terms wiki. The next step is to go in and edit all the existing terms to eliminate legacy text (e.g., references to eSSIF-Labs as the context) and put in proper references to terms we include from other sources, e.g.: <ul style="list-style-type: none"> eSSIF-Labs W3C Verifiable Credentials Data Model 1.0 W3C Decentralized Identifiers (DIDs) 1.0 Then, we need to decide which additional terms (e.g. from CTWG) are to be included in the ToIP Core Terminology; Next, we need to establish the procedures etc. for the actual curation of the ToIP Core Terminology, and assign the various roles to individuals from the ToIP Core Community Finally, we can create and publish our first ToIP Core Glossary Then, any proposals for new terms, e.g. from the Good Health Pass Glossary, can be considered for inclusion into the ToIP Core Terminology.
	Forming the ToIP Core Terms Wiki Task Force	Chairs	<p>We ran out of time for this topic and deferred it to the next meeting.</p> <p>Once we as the CTWG have created a base ToIP Core terms wiki per the above steps, we are capable of (automatically) generating the ToIP Core Glossary, and we have sorted out how to do the ToIP Core Terminology Curation process, we are then ready to invite ToIP WGs to help us form the Task Force</p> <ul style="list-style-type: none"> How should we best go about this? Who has the bandwidth to help?
5 min	Plan for the CTWG User Manual	Chairs	<p>We ran out of time for this topic and deferred it to the next meeting.</p> <ul style="list-style-type: none"> We need to complete the remaining open issues in the CTWG User Guide Google doc. Then we need to draft the Markdown version.
5 mins	<ul style="list-style-type: none"> Review decisions /action items Planning for next meeting 	Chairs	

Decisions

- None

Action Items

- ☐ ACTION: [Rieks Joosten](#) and [Daniel Hardman](#) to arrange a meeting to discuss how this hyperlinking should work with ToIP Term Tool V1 and our current terms wikis.
- ☐ ACTION: [Rieks Joosten](#) to think more about the curation process for a terms wiki and whether he wants to propose a specific process for the CTWG terms wiki.