

# TATF Meeting Notes Template

## Meeting Date & Time

- 11 Jan 2023 This Task Force meets every four weeks on Wednesdays at 08:00-09:00 PT / 16:00-17:00 UTC (see the [Calendar of ToIP Meetings](#) for full meeting logistics including Zoom links):

## Zoom Meeting Links / Recordings

- <https://zoom.us/j/91775722985?pwd=aVNVOUdlTXpQVnJJY1MzbnJsT0kxZz09>  
(This link will be replaced with a link to the recording of the meeting as soon as it is available)

## Attendees

### NA/EU Meeting

- [Drummond Reed](#)
- [Darrell O'Donnell](#)
- [Wenjing Chu](#)
- [Daniel Bachenheimer](#)
- [Neil Thomson](#)
- [Kevin Dean](#)
- [Tim Bouma](#)
- [Judith Fleenor](#)

### APAC Meeting

- [Drummond Reed](#)
- [Darrell O'Donnell](#)
- [Daniel Bachenheimer](#)
- [Neil Thomson](#)
- [Tim Bouma](#)
- [Judith Fleenor](#)
- [Jo Spencer](#)

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

Time	Agenda Item	Lead	Notes
3 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>
2 min	Review of previous action items	Chairs	
	ToIP Technology Architecture Specification Review Topics		<p>Discussion of progress on the working draft of the ToIP Technology Architecture Specification (TAS). Links to relevant documents and diagrams:</p> <ul style="list-style-type: none"><li>• <a href="#">TAS GitHub Markdown version</a></li><li>• <a href="#">TAS GitHub Issues</a></li><li>• <a href="#">TAS GitHub Discussions</a></li><li>• <a href="#">TAS Source Diagrams (Google Slides)</a> &lt;== SOURCE DIAGRAMS used in the TAS</li><li>• <a href="#">ToIP Protocol Stack Diagrams (Google Slides)</a> &lt;== All of all our past diagrams (some of which have been copied to TAS Source Diagrams)</li><li>• <a href="#">TATF Google Drive Folder</a> &lt;== WHERE ALL OF THE ABOVE may be found</li></ul>
15 mins	Topic #1		

1 5 m ins	Topic #2		
1 5 m ins	Topic #3		
5 m ins	<ul style="list-style-type: none"><li>• Review decisions /action items</li><li>• Planning for next meeting</li></ul>	C h a i r s	

Screenshots/Diagrams (numbered for reference in notes above)

#1

Decisions

- Sample Decision Item

Action Items

- ☐ Sample Action Item