

2022-01-17 CTWG Meeting Notes

Meeting Date

- 17 Jan 2022

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](#)
- [Rieks Joosten](#)
- [Scott Perry](#)
- [Judith Fleenor](#)
- Michael Nettles

Main Goals of this Meeting

Catchup after the holidays; learn about new Google Drive updates; prep for the All-Member Meeting; plans for: a) terms wiki populating and b) terms wiki adoption by other WGs.

Agenda Items and Notes (including all relevant links)

Time	Agenda Item	Lead	Notes
3 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:<ul style="list-style-type: none">◦ Michael Nettles is a senior vice president at ETS. He is interested in learning all the relevant terminology and acronyms in the ToIP space.
2 min	Review of previous action items	Chairs	<ul style="list-style-type: none"><input type="checkbox"/> ACTION: Drummond Reed to post a "ToIP terms wiki backfill plan of action" before he goes on holiday.<input checked="" type="checkbox"/> ACTION: Daniel Hardman will create a ToIP terms wiki for #mega and post the link to Slack.
15 min	Community updates	All	<p>General announcements and updates from CTWG members since our last meeting on December 6th.</p> <ul style="list-style-type: none">• Drummond Reed mentioned the acquisition of Evernym by Avast that closed in December. Avast will be joining ToIP as a Steering Member.• Drummond also said the launch of two final ToIP Approved Deliverables—the Introduction to ToIP V2.0 white paper and the Design Principles for the ToIP Stack recommendation—should be live this week.<ul style="list-style-type: none">◦ This raises the need to "backfill" the supporting glossary entries - see agenda item below.
10 min	New Google Drive WG folders	Judith Fleenor	<p>Judith briefed us on starting to use Google Drive for CTWG docs when needed.</p> <ul style="list-style-type: none">• The goal is to enable ToIP members to collaborate on ToIP deliverables as Google docs with intellectual property rights (IPR) protection in order to make sure that only ToIP members who have signed the contribution agreements can work on them.• The challenge is that Google Drive uses email addresses, and the address must be the domain of the member organization (for organization members). If Google Drive access requires use of a personal email address, the member can use a personal email address.• See Judith on Slack (https://trustoverip.slack.com/team/U0233FDCDPB) if you need help.
10 min	All-Member Meeting prep	Chairs Judith Fleenor	<p>Judith suggests we use the All-Member meeting on Wed Jan 18th to explain to other ToIP WGs how they can start using terms wikis.</p> <ul style="list-style-type: none">• ACTION: Drummond Reed to prepare CTWG slides about terms wikis & glossaries for the Jan 19 All-Member Meeting.

15 min	Populating our existing terms wikis with terms in the new ToIP specifications	Drummond Reed	<p>This is an action item Drummond did not get done before the holidays, so with the new deliverables that cite these terms (above), this is more urgent now.</p> <ul style="list-style-type: none"> • Drummond suggests a dedicated meeting later this week for volunteers willing to take some time for this task (many hands will make light work). • The prep we need to do includes five steps: <ol style="list-style-type: none"> 1. Basic "cheat sheet" of instructions. 2. Prepare a Google sheet of all the missing terms. 3. Assigning terms to volunteers. 4. Adding the terms wiki pages. 5. Cross-checking the work. 6. Approval by the term community (each ToIP WG). 7. Review the documents using the terms to make sure the definition is in fact what was meant by the authors. Note: this step may be painful but is necessary. 8. Follow up this effort with compiling our "lessons learned" into drafting the CTWG Users Guide that Rieks Joosten has already started. • ACTION: Drummond Reed to start the first steps of the action plan to "backfill" the terms already used in ToIP Approved Deliverables. • Judith suggested that, once this is ready, we hold a Community Workshop series to review the terms that have been developed so far. • Rieks had a different suggestion: each WG curates its own terms wiki, and then each terms community review the terms that it is using from other terms communities. • Judith pointing out that where we do need consensus across ToIP is the ToIP Core Glossary. • Rieks suggested that the solution may be to have a ToIP dictionary that works across all the ToIP glossaries.
5 mins	<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 add this topic—about the relationship of the ToIP Core Glossary and a ToIP Dictionary—to the agenda of our next meeting.

Decisions

- None

Action Items

- ACTION: [Drummond Reed](#) to prepare CTWG slides about terms wikis & glossaries for the Jan 19 All-Member Meeting.
- ACTION: [Drummond Reed](#) to start the first steps of the action plan to "backfill" the terms already used in ToIP Approved Deliverables.
- ACTION: [Drummond Reed](#) to add this topic—about the relationship of the [ToIP Core Glossary](#) and a ToIP Dictionary—to the agenda of our next meeting.