

# TSWG Meeting Notes Template

## Meeting Date

- 14 May 2024 The TSWG holds a **plenary meeting** once every four weeks on **Tuesdays**. The 2024 meeting dates are: 23 Jan, 20 Feb, 19 Mar, 16 Apr, 14 May, 11 June, 9 July, 6 Aug, 3 Sept, 1 Oct, 29 Oct, and 26 Nov.
- The meeting is at **08:00-09:00 PT / 15:00-16:00 UTC**.
- The TSWG holds an APAC meeting every **Wednesday at 18:00-19:00 PT / 01:00-02:00 UTC**. This meeting is a consolidated report-out and discussion across all TSWG Task Forces.
- See the [ToIP Calendar](#) for all meeting dates, times and logistics, including Zoom links.

## Zoom Meeting Link / Recording

- NAEU Plenary Meeting (once every four weeks): <https://zoom.us/j/99489737636?pwd=eTN1OHZZTEZKVityVIFmMThOSnlZdz09>
- APAC Meeting (every week): <https://zoom.us/j/96772881287?pwd=bzZUNXRhVUNzVjR2Z3B2cVVxc2ZUZz09>

(These links will be replaced with a link to the recording of the meetings as soon as they are available.)

## Attendees

- [Darrell O'Donnell](#)
- [Drummond Reed](#)
- [Kevin Griffin](#)
- ...

## 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>
10 min	General announcements	All	Updates from TSWG members of general interest to the group.
2 min	Review of action items from the previous meeting	Chairs	

20 min	Task Force Reports	TF Leads	<a href="#">Technology Architecture TF</a> — <a href="#">Wenjing Chu</a> <a href="#">Drummond Reed</a> <ul style="list-style-type: none"><li>-</li></ul> <a href="#">Trust Registry TF</a> — <a href="#">Andor Kesselman</a> <a href="#">Antti Kettunen</a> <a href="#">Darrell O'Donnell</a> <ul style="list-style-type: none"><li>-</li></ul> <a href="#">Trust Spanning Protocol TF</a> — <a href="#">Drummond Reed</a> <a href="#">Wenjing Chu</a> <a href="#">Samuel Smith</a> <ul style="list-style-type: none"><li>-</li></ul> <a href="#">ACDC TF</a> — <a href="#">Samuel Smith</a> <a href="#">Phil Fearheller</a> <ul style="list-style-type: none"><li>-</li></ul> <a href="#">AI &amp; Metaverse (AIM) Technology TF</a> — <a href="#">Wenjing Chu</a> <ul style="list-style-type: none"><li>-</li></ul> <a href="#">Credential Exchange Protocols TF</a> — <a href="#">Mathieu Glaude</a> <ul style="list-style-type: none"><li>-</li></ul> <a href="#">did:webs Task Force</a> — <a href="#">Lance Byrd</a> <a href="#">Phil Fearheller</a> <a href="#">Markus Sabadello</a> <ul style="list-style-type: none"><li>-</li></ul> <a href="#">X.509 VID Task Force</a> — <a href="#">Eric Scouten</a> <a href="#">Wenjing Chu</a> <ul style="list-style-type: none"><li>-</li></ul>
10 min	Special topic #1		
10 min	Special topic #2		
5 min	<ul style="list-style-type: none"><li>Review decisions /action items</li><li>Planning for next meeting</li></ul>	Chairs	

Screenshots/Diagrams (numbered for reference in notes above)

- #1
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- #2
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- #3
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- #4
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- #5
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- #6
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#7

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#8

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#9

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#10

Decisions

☐ Sample Decision Item

Action Items

☐ Sample Action Item