2022-09-29 TATF Meeting Notes

Meeting Date & Time

- 29 Sept 2022 This Task Force holds TWO meetings weekly every Thursday at the following times (to cover global time zones - see the **Calendar of ToIP Meetings**):
    - **NA/EU 07:00-8:00 PT / 14:00-15:00 UTC**
    - **APAC 18:00-19:00 PT / 01:00-02:00 UTC**

Zoom Meeting Links / Recordings

- NA/EU Meeting: https://zoom.us/rec/share/J_TpsKHIHmzJVSAXGy4wq6Qv0BzJejFuKz4SOtYxmoaAYOJP-f7Y33WueNAV_Vsu.8iQKIb5f_cJnNjPV
- APAC Meeting: **CANCELLED**

Attendees

NA/EU Meeting

- Darrell O'Donnell
- Allan Thomson
- Neil Thomson
- Scott Perry
- Andor Kesselman
- Daniel Bachenheimer
- Wenjing Chu
- Vikas Malhotra

APAC Meeting - CANCELLED

Main Goals of this Meeting

TODO

Agenda Items and Notes (including all relevant links)

Time	Agenda Item	Lead	Notes
3 min	- Start recording - Welcome & antitrust notice - Introduction of new members - Agenda review	Chairs	**Antitrust Policy Notice:** *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.* - New Members:
5 min	Announcements	All	Updates of general interest to TATF members. - Drummond Reed is travelling today and won't make either call. He is back in Seattle next week and will be working through issues. - Darrell O'Donnell is flying and won't make the APAC call. - TAS Process proposals ready for review: - Slides - Doc
2 min	Review of previous action items	Chairs	☐ meeting for Wenjing, Neil, Christine, Drummond and Darrell regarding the updated production process - necessary? ☐

	ToIP Technology Architecture Specification Review Topics		Discussion of progress on the working draft of the ToIP Technology Architecture Specification. Links to all the relevant documents and diagrams:
			
			    • READONLY Google Doc - content has been moved to GITHUB
			    • Evolution of the ToIP Stack <== NEW proposed companion document
			    • ToIP Protocol Stack Diagrams (Google Slides) <== All of all our past diagrams (some of which have been copied to TAS Source Diagrams)
			    • TAS Source Diagrams (Google Slides) <== **SOURCE DIAGRAMS used in the TAS**
			    • TATF Google Drive Folder <== WHERE ALL OF THE ABOVE may be found
			    • TAS GitHub Markdown version
			    • TAS GitHub issues list
			
			APAC mtg discussion on Spec, and next steps - see the "Discussion, Next Steps" at the end of the meeting minutes, below.

5 mins	Open Issues?	Chairs (Darrell)	• do we want to review some in the call?
15 mins	Next Steps (APAC Discussion)	See the APAC attendee list	

5 mins	process review		Andor - input on PRs
			
			    • https://github.com/TBD54566975/ssi-sdk/blob/main/CONTRIBUTING.mdhttps://github.com/TBD54566975/ssi-sdk/blob/main/CONTRIBUTING.md
			    https://github.com/TBD54566975/ssi-sdk/blob/main/CODEOWNERS
			    https://github.com/TBD54566975/ssi-sdk/blob/main/GOVERNANCE.md
			
			Tim:
			
			    • idea of github start here README.md and point at a Google Doc, but starting point is README.md as Landing Page.
			        ◦ terms "transitory" and "documents of record"
			
			Wenjing:
			
			    • Content and Issues - these are separate things with different needs and audiences
			
			Tim:
			
			    • EDT -
			    • Review Teams -
			    • content-generation - trust the experts (e.g. IETF RFC)

5 mins	• Review decisions /action items • Planning for next meeting	Chairs	

Decisions

• None

Action Items

☐ ACTION: Allan Thomson and Darrell O'Donnell to look for exemplars of lightweight GitHub PR process and rules.

☐ ACTION: Darrell O'Donnell to contact Elisa Trevino about LF github management repo help (PRs and PR Approver roles).

☐ ACTION: Darrell O'Donnell to provide examples of using .svg and .png image file use in markdown.