

2022-10-13 TATF Meeting Notes

Meeting Date & Time

- 13 Oct 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 Recordings

- NA/EU Meeting: <https://zoom.us/rec/share/YhnX1FNH6DsLalLa5yXNZLgqWNRkiS2EkL-BKXYXt-v0UWgdhoPBMdHxptayJNSw.NjolhKO30E9KReyY>
- APAC Meeting: https://zoom.us/rec/share/Sgv6slvPAwl4s1_QqfnkZ2uYARJXLC9kxsPTXPUA7PQFES-Yf-YH70rtavjj8-OZ.yss66Yux81P3VY6v

Attendees

NA/EU Meeting

- [Drummond Reed](#)
- [Wenjing Chu](#)
- [Neil Thomson](#)
- [Tim Bouma](#)
- [Judith Fleenor](#)
- [Christine Martin](#)
- [Andor Kesselman](#)
- [Antti Kettunen](#)

APAC Meeting

- [Drummond Reed](#)
- [Jo Spencer](#)
- [Andor Kesselman](#)
- [Christine Martin](#)

Main Goals of this Meeting

1) Decide about using GitHub Discussions, 2) Review GitHub issues management process, 3) Agree on a set of issue labels, 4) Agree on roles and merge management, 5) Review a set of issues per this process.

Agenda Items and Notes (including all relevant links)

Time	Agenda Item	Lead	Notes
3 min	<ul style="list-style-type: none">Start recordingWelcome & antitrust noticeIntroduction of new membersAgenda 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	Announcements	All	<p>Updates of general interest to TATF members.</p> <ul style="list-style-type: none">The Governance Stack Working Group has a special topic meeting on Oct 20th at which Drummond Reed has proposed to brief them on the Technology Architecture Spec so they can better understand the "governance targets". Who else wants to join him to help present the spec and answer questions? Wenjing Chu to join Drummond

5 m in	Review of previous action items	Chairs	<ul style="list-style-type: none"> ✓ ACTION: A "Public Review Process Group" consisting of Drummond Reed Darrell O'Donnell , Christine Martin , Judith Fleenor , Elisa Trevino, and Jory Burson will sort out and propose the public review process we will use in GitHub plus any other acceptable "channels" (e.g., Google docs, email). Drummond Reed to post meeting time in slack once set. ✓ ACTION: Drummond Reed to post to Slack and send to the TSWG mailing list a summary of these proposals for processing and resolution of GitHub issues and a call for any other volunteers for the Editors team. <ul style="list-style-type: none"> ◦ In response to the email, Daniel Bachenheimer volunteered to join the Editors team, joining Wenjing Chu, Darrell O'Donnell, Drummond Reed, Andor Kesselman, Christine Martin. ◦ In today's meeting, Antti Kettunen and Jo Spencer also volunteered to join the Editor team, making it a total of 8. ✓ ACTION: The Editors team will: 1) Document to the TSWG branch of the ToIP wiki the process for raising, discussing, and closing issues; 2) Link to that page from the landing page for the ToIP Technology Architecture Specification. <ul style="list-style-type: none"> ◦ See this new wiki page: GitHub Issues Management - if anyone would like to give feedback, please propose edits.
	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"> • TAS GitHub Markdown version • TAS GitHub issues list • TAS Source Diagrams (Google Slides) <== SOURCE DIAGRAMS used in the TAS • ToIP Protocol Stack Diagrams (Google Slides) <== All of all our past diagrams (some of which have been copied to TAS Source Diagrams) • TAS WORKING DRAFT 03 Google doc version <== REFERENCE ONLY — NO LONGER ACTIVE • TAS OLD WORKING DRAFT 02 Google Doc version <== REFERENCE ONLY — NO LONGER ACTIVE • Evolution of the ToIP Stack <== NEW proposed companion document • TATF Google Drive Folder <== WHERE ALL OF THE ABOVE may be found
5 m ins	GitHub Discussions	Andor Kesselman	<p>Proposal to turn on GHP Discussions for our repo. See this guide if you are new to GitHub Discussions.</p> <p>DECISION: We will turn on Github Discussions in our Github repo.</p> <p>ACTION: Drummond Reed to ask Elisa Trevino turn on the Discussions feature in our Github repo.</p>
10 m ins	Labels for GitHub issues	Drummond Reed Andor Kesselman	<p>Andor raised issue #37 for us to figure out the set of labels we want to use for organizing and prioritizing our work on GitHub issues. The thread so far has arrived at this list (see the thread for more details):</p> <ul style="list-style-type: none"> • priority-1 • priority-2 • priority-3 • defer-to-V2 • editorial • substantial • correction • needs-special-group • needs-proposal • needs-PR • PR-exists • last-call-to-close <p>Is this list complete? Any revisions or additions?</p> <p>ACTION: Drummond Reed to update the GitHub Issues Management wiki page to include: a) this revised list of labels, b) a table explaining how each label ties into the process, c) more detail about the Editor role, including managing issue assignments, d) the Maintainer role. DONE.</p> <p>ACTION: Andor Kesselman volunteered to implement the set of labels in issue #37. DONE.</p>
10 m ins	GitHub roles and merge management process	Andor Kesselman	<p>Andor posted the following two issues so we can start moving forward at speed with issues processing:</p> <ul style="list-style-type: none"> • #45: Decide roles and provide permissions - <p>ACTION: Editors to come up with a list of proposed permissions and work with Elisa Trevino to assign the necessary access rights.</p> <ul style="list-style-type: none"> • #40: Merge process discussion - Whats the process and who can merge? <p>@wenjing suggested break out: Editor and Maintainer.</p> <p>Antti:</p> <ul style="list-style-type: none"> ◦ Maintainer decides what goes into which version. Own the document/published version. ◦ Someone needs to decide who goes into the release. <p>ACTION: Antti Kettunen volunteered to propose a repo management process. DONE.</p> <ul style="list-style-type: none"> • Abbie: <ul style="list-style-type: none"> ◦ It can help to assign a Lead editor who can help drive decisions among the Editors. ◦ Drummond agreed and suggested letting the Editors self-organize. <p>ACTION: Christine Martin and/or Drummond Reed to create an <code>#tswg-tech-arch-editors</code> channel on Slack. DONE.</p>

10 mins	Review a set of issues and their proposed labels	Drummond Reed	<p>To get us going, Drummond has added comments including proposed labels on the following issues: #36, #34, #32, #31, #29.</p> <p>APAC:</p> <p>We discussed issue #31, which concerns the differences between Figure 4 in Working Draft 03 (Google doc) and Figure 4 in the Github Markdown document.</p> <p>Andor Kesselman very helpfully copied both figures into the issue so it is much easier to compare them.</p> <p>Jo Spencer added a comment about what he believes the essence of the distinction is.</p> <p>ACTION: Drummond Reed to collect his thoughts on issue #31 and add a comment.</p>
5 mins	Plan for the upcoming week	Editors	<p>Given that the APAC call consisted of just four editors (Andor, Christine, Jo, Drummond), we concluded that with the labels now set up and assignments being made, we should be able to proceed asynchronously at maximum speed over the next week.</p> <p>ACTION: Drummond Reed to post a message to the #tswg-tech-arch-tf channel urging all TF members to being self-assigning and working issues.</p>
5 mins	<ul style="list-style-type: none"> Review decisions /action items Planning for next meeting 	Chairs	<p>Next week's meeting should focus entirely reviewing, assigning, and closing issues.</p>

Decisions

- **DECISION:** We will turn on [Github Discussions](#) in our Github repo.

Action Items

- ☐ ACTION: [Drummond Reed](#) to ask [Elisa Trevino](#) turn on the Discussions feature in our Github repo.
- ☐ ACTION: [Drummond Reed](#) to update the [GitHub Issues Management](#) wiki page to include: a) this revised list of labels, b) a table explaining how each label ties into the process, c) more detail about the Editor role, including managing issue assignments, d) the Maintainer role. DONE.
- ☐ ACTION: [Andor Kesselman](#) volunteered to implement the set of labels in issue [#37](#). DONE.
- ☐ ACTION: [Christine Martin](#) and/or [Drummond Reed](#) to create an [#tswg-tech-arch-editors](#) channel on Slack. DONE.
- ☐ ACTION: Editors to come up with a list of proposed permissions and work with [Elisa Trevino](#) to assign the necessary access rights.
- ☐ ACTION: [Antti Kettunen](#) volunteered to propose a repo management process. DONE.
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