2022-11-10 TATF Meeting Notes

Meeting Date & Time

- 10 Nov 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 / 02:00-03:00 UTC**

Zoom Meeting Recordings

- NA/EU Meeting: https://zoom.us/rec/share/u3UXhdooN8OsL7lZrcsx-jAn9jfSFQNEmeuoFEcUwhZ65hseMr9mPlcAIFcgG76Q.NgMmT6GgilyiOziN
- APAC Meeting: https://zoom.us/rec/share/RESKLRnUd9FJqtq60t1mOvrOPXfoe6Z50oivs62grmulT3UWiYlklJaWbsT794ga.Hajp6_5wLCA5dtgT

Attendees

NA/EU Meeting

- Drummond Reed
- Darrell O'Donnell
- Wenjing Chu
- Daniel Bachenheimer
- Neil Thomson
- Kevin Dean
- Tim Bouma
- Vikas Malhotra
- Judith Fleenor
- Allan Thomson
- Vladimir Simjanoski
- Mattia Zago
- Antti Kettunen
- Matteo Midena

APAC Meeting

- Drummond Reed
- Darrell O'Donnell
- Jo Spencer
- Neil Thomson
- Judith Fleenor
- Dima Postnikov

Main Goals of this Meeting

Finish reviewing all issues and PRs and close as many as possible to prepare for the publication of the first public review draft of the ToIP Technology Architecture Specification V1.

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: none
5 min	Announcements	All	*Skipped in the interests of time.*

2 min	Review of previous action items	Chairs	☐ ACTION: Drummond Reed will close issue #44 by checking with LF counsel Scott Nicholas as to what license should be stated in the LICENSE.MD file. 　○ Scott is preparing an answer for Drummond. ☐ ACTION: Drummond Reed to begin a draft of a blog post announcing release of the Public Review Draft of the TAS. ☑ ACTION: Darrell O'Donnell to create a document (Google doc or Google Slides) in the ToIP Google Drive to begin collaboration on the Trust Registry Task Force 2.0. ☑ ACTION: Drummond Reed and/or Judith Fleenor to tell Elisa Trevino to turn on EasyCLA for the Technology Stack WG now, and then for everyone by Nov 9. **DONE. <== Elisa has already sent out the emails.** ☑ ACTION: Drummond Reed to confirm with Elisa Trevino that DCO will not be needed once EasyCLA is turned on. ☑ ACTION: Drummond Reed and Wenjing Chu to work together (including next week at the LF Member Summit in Tahoe) to discuss how to align the 3 diagrams with the spec and publish them in Appendix B as a resolution to Issue #31. ☑ ACTION: Wenjing Chu will add a comment to Issue #4 and put it into last call. ☑ ACTION: Drummond Reed to finish content for "Missing Content" issues 55, 56, 57.
	ToIP Technology Architecture Specification Review Topics		Discussion of progress on the working draft of the ToIP Technology Architecture Specification (TAS). Links to relevant documents and diagrams: • TAS GitHub Markdown version • TAS GitHub Issues • TAS GitHub Discussions • 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 mins	Last Call PRs #54 and 59 (and issue #10)	Chairs	5 day last call has expired; all we needed to discuss was the mechanics of merging. Andor Kesselman merged.
5 mins	Issue #18	Wenjing Chu	We agreed to close this issue.
5 mins	Issue #22 and PR #62	Wenjing Chu	PR is submitted; Drummond has reviewed and approved. Just waiting on Daniel Hardman review (and anyone else).
5 mins	Missing text sections (issues 55, 56, 57)	Drummond Reed	Please review these two Google docs ASAP! 1. Evolution of the ToIP Stack 2. Missing Sections in TAS
10 mins	Appendix B - Issue 31	Drummond Reed Wenjing Chu Jo Spencer	See this Google doc where we are drafting Appendix B. NA/EU: • Work on this is still underway and will continue between the NA/EU and APAC calls. Drummond and Wenjing had a working session mid-day Thursday as they were at LF Member Summit together. Drummond then spent two hours preparing an updated version of Appendix B prior to the APAC call. APAC: • We spent 45 mins discussing the updated draft. • It was agreed that the new version that moved verifiable data registries to the far right side of the diagram was best because: a) they are Supporting Systems, and b) they can serve all the layers. • We had long discussions about the other figures and how they could best be aligned to create a clear progression of points. ACTION: Jo Spencer and Darrell O'Donnell will do their best to work out new versions of the diagrams in Appendix B that are aligned to create a clear progression. ACTION: Drummond Reed will then produce another draft of Appendix B — due to travel, ideally by EOD Friday November 11 — for final comment on Saturday Nov 12.
	Terminology and Glossary	Neil Thomson	Neil made the point that we MUST tackle putting the glossary in place. Drummond agreed and proposed that we make it a requirement to include a full glossary (and hyperlinked terms) in PR2. ACTION: Drummond Reed to create a PR proposing a note for the Glossary section to include in PR1 explaining that the full glossary is coming in PR2.

5 mins	Publishing PR1	Andor Kesselman	Final production steps and deadlines agreed to on the call:
			
			1. Any comments on PR 62 must be submitted by **EOD Friday 11 November**.
			   a. Wenjing Chu will finalize and merge on the weekend.
			2. Any comments on Missing Sections in TAS (the Google doc which supplies the missing text for issues 55, 56, and 57) must be submitted by **EOD Friday 11 November**.
			   a. Drummond Reed will create PRs for issues 55, 56, and 57 and merged by EOD on Saturday 12 November.
			3. Drummond and Wenjing will prepare a proposed draft of Appendix B in this Google doc by **EOD Thursday 10 December**.
			   a. We will post an update to the Slack channel.
			   b. Any comments on that Google doc must be submitted by **EOD Saturday 12 November**.
			   c. One of the Editors will then create a PR and merge it by **3PM PT on Sunday 13 November**.
			4. After 3PM PT on Sunday 13 November, the Editors will use the #tswg-tech-arch-editors Slack channel to coordinate tagging a final release.
			5. After the final release, Wenjing Chu will produce a PDF of PR1 by **9AM PT Monday 14 November**.
			6. Any comments on Evolution of the ToIP Stack, which is a separate non-normative explanatory document, must be submitted by **EOD Sunday 13 November**.
			   a. Drummond Reed will produce a PDF by **9AM PT Monday 14 November.**
			7. **After 9AM PT Monday 14 November**, Drummond Reed will work with Judith Fleenor and ToIP website admin to post:
			   a. A webpage describing the TAS, the Evolution of the ToIP Stack, the public review process, and how to comment.
			   b. A blog post announcing the public review of the TAS.
			8. Public review will begin at Internet Identity Workshop #35 beginning **Tuesday 15 November**.
			
			ACTION: All TATF members please review and comment on the issues and draft documents before the deadlines under the heading "Publishing PR1" in the Meeting Notes page.

5 mins	Publishing PDF of PR1	Wenjing Chu	Wenjing will take care of this step.
5 mins	Drafting ToIP website page and blog post	Drummond Reed	This is in process; see the production steps above.
5 mins	Trust Registry Task Force	Darrell O'Donnell	Confluence page updated for v2 work to begin: ToIP Trust Registry Protocol Specification
5 mins	• Review decisions /action items • Planning for next meeting	Chairs	No meetings next week for IIW, however we will still meet the following Thursday, Nov 24, even though it is US Thanksgiving. The main topic will be Trust Registries.

Decisions

- None

Action Items

☐ ACTION: Drummond Reed will prepare a PR and close issue #44 as soon as he has an answer from LF counsel Scott Nicholas as to what should be stated in the LICENSE.MD file.

☐ ACTION: Drummond Reed to draft a ToIP website page and a blog post announcing release of the Public Review Draft of the TAS.

☐ ACTION: Jo Spencer and Darrell O'Donnell will do their best to work out new versions of the diagrams in Appendix B that are aligned to create a clear progression.

☐ ACTION: Drummond Reed will then produce another draft of Appendix B — due to travel, ideally by EOD Friday November 11 — for final comment on Saturday Nov 12.

☐ ACTION: Drummond Reed to create a PR proposing a note for the Glossary section to include in PR1 explaining that the full glossary is coming in PR2.

☐ ACTION: All TATF members please review and comment on the issues and draft documents before the deadlines under the heading "Publishing PR1" in the Meeting Notes page.