

# 2023-02-13 CTWG Meeting Notes

## Meeting Date

- 13 Feb 2023 The CTWG meets bi-weekly on Mondays at 10:00-11:00 PT / 18:00-19:00 UTC. See the [ToIP Calendar](#) for the full schedule.

## Zoom Meeting Recording

- [https://zoom.us/rec/share/RKBvMvoz6HvdE0l1eaWv4yUcpTntrGTAhpQ3wp6j9EtarBJQb-3vJEs-dDowR\\_9F.Kqp9W5X7mfE-Lca9](https://zoom.us/rec/share/RKBvMvoz6HvdE0l1eaWv4yUcpTntrGTAhpQ3wp6j9EtarBJQb-3vJEs-dDowR_9F.Kqp9W5X7mfE-Lca9)

## Attendees

- [Drummond Reed](#)
- [Rieks Joosten](#)
- [Brian Richter](#)
- [Neil Thomson](#)
- [Nicky Hickman](#)
- [Judith Fleenor](#)
- Abbie Barbir

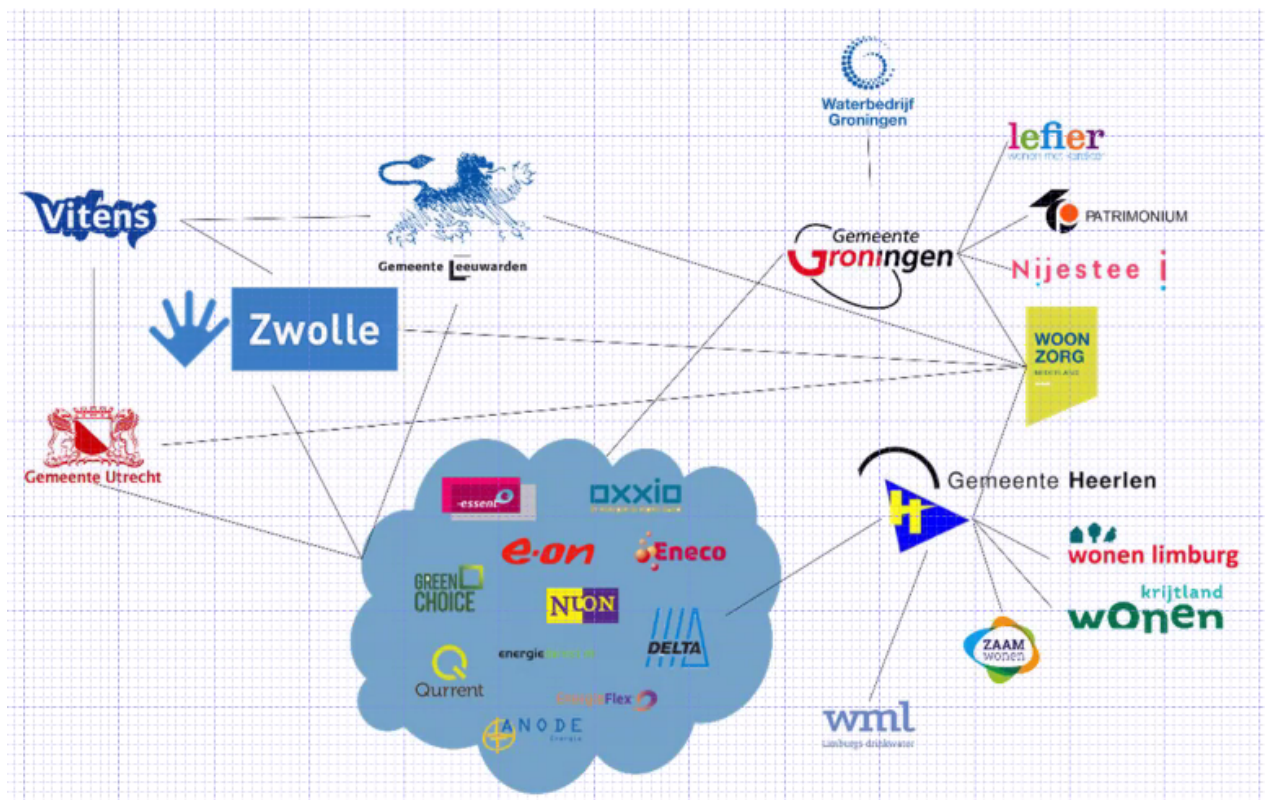
## Agenda Items and Notes (including all relevant links)

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> 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.</li><li>New Members: none</li></ul>
2 min	Review of previous action items	Chairs	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> ACTION: Drummond Reed and/or Judith Fleenor to arrange that the EasyCLA issue gets sorted for the entire TOIP context. The issue is that EasyCLA prevents github actions to merge generated code into main/master. Consult Brian Richter as needed.</li><li><input checked="" type="checkbox"/> ACTION: Drummond Reed to send out a request to the All-Member mailing list requesting volunteer assistance for converting "Decentralized SSI Governance" into a ToIP template to publish it as a white paper.</li></ul>
5 min	Volunteers for the Decentralized SSI Governance white paper conversion	<a href="#">Drummond Reed</a> <a href="#">Rieks Joosten</a> <a href="#">Judith Fleenor</a>	<p>We had no less than <b>ten</b> volunteers respond to the call for volunteers above. Plus one ToIP member who had issues with the content of the paper.</p> <p>However our own <a href="#">Nicky Hickman</a> went beyond volunteering and actually did the conversion of the paper!</p> <p>We discussed that there was some feedback on the paper. Rieks said would like to go ahead and publish the paper with the 2022 approval date. That would indicate that the paper was current as of that date.</p> <p>Rieks then suggested that we could invite people to begin to work on a V3. It was agreed that would best be done via a blog post that announced the availability of the paper as t ToIP deliverable.</p> <p>ACTION: <a href="#">Rieks Joosten</a>, <a href="#">Nicky Hickman</a>, and <a href="#">Drummond Reed</a> to draft a ToIP blog post to announce the paper, explain the late publication, and invite others to contribute to further work on the paper. <a href="#">Nicky Hickman</a> will start the post using the standard ToIP blog post template that <a href="#">Judith has already created</a>.</p> <p>ACTION: <a href="#">Drummond Reed</a> to thank all the volunteers.</p> <p>Nicky suggested that we could set up a wiki page of volunteer tasks. Drummond and Judith thought that was a great idea.</p>
5 min	Update on EasyCLA issue	<a href="#">Judith Fleenor</a> <a href="#">Brian Richter</a>	<p>Brian reported that the EasyCLA workflow still requires manual intervention. He did coach <a href="#">Henk van Cann</a> on how to do this to accomplish a glossary generation. He also shared that one solution is that a bot could create the PR and a human (who is EasyCLA authorized) could approve it.</p> <p>We agreed that we have the TEv2 workflow in place, it might be easier for a bot to also merge the request, but we can tackle that when we get there.</p> <p>Rieks was in favor of moving forward as quickly as possible to finish the TEv2 work.</p>

5 min	Update on TEv2 progress	<a href="#">Rieks Joosten</a> <a href="#">Brian Richter</a>	<p><a href="#">Brian Richter</a> has hired another person that will help him out on the work.</p> <p>@chadha is still having some trouble with integration, but the TRRT seems to work.</p> <p>We have labeled MRG issues with prio=high that need to be done first, prio=medium that need to be done next. There are some feature requests that have not been prioritized. Overall prio is to get the long-term tools up and running, so minimal effort will be spent on fixing stuff that will be phased out (dhh's tools). After MRGT, Brian will work on HRGT, and we expect TRRT will be ready when HRGT is.</p>
30 min	Mental Model Development Process	<a href="#">Drummond Reed</a> <a href="#">Neil Thomson</a>	<p>In our last meeting, Rieks suggested the following steps in the development of a mental model:</p> <ol style="list-style-type: none"> <li>1. Start writing the spec and mark every term that needs a definition.</li> <li>2. Document each noted term by supplying a first criterion by which the members of the task force can determine if an instance is an example of the term. For example, throw a number of use cases at it, and see if the criterion works. If it doesn't, find the criterion that does.</li> <li>3. Document these discussions so you end up with a little document for each term that not only provides a definition, but gives readers an understanding of the criterion that were used and why.</li> <li>4. Once you have agreement, you return to the specification document and revise it to incorporate the terms based on the the new definitions and criteria.</li> <li>5. When you find that the terms all relate to each other in a clear way, then you have a mental model you can draw and document.</li> </ol> <p>Drummond and Neil are wondering about the best way to go about this process <b>prior to starting to draft the specification</b>. In other words, how can we at least start building a mental model <a href="#">during stages 1 thru 6 of the development stages in this table</a> before we get to the spec drafting stage (recognizing that the mental model will be further improved during the Working Draft stage)?</p> <p><a href="#">Rieks Joosten</a> shared that he's been doing some work on mental model development for Qualified Data Exchange. He shared the following PDF and walked us through it.</p> <div data-bbox="485 753 984 1255" data-label="Image"> </div> <p>Rieks explained an example of a full QDX ecosystem (screenshot #1 below) and the basic model behind it (screenshot #2). He pointed out that this model works regardless of whether it is offline or online, manual or automated. The whole point is to mitigate the risks in collecting and processing data in order to achieve an objective by validating the data.</p> <p>ACTION: <a href="#">Drummond Reed</a> and <a href="#">Neil Thomson</a> to work out a process to start the Trust Registry TF and Trust Spanning Protocol TF on the process of creating a mental model for the terms needed in their respective specifications.</p>
5 mins	<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



#2

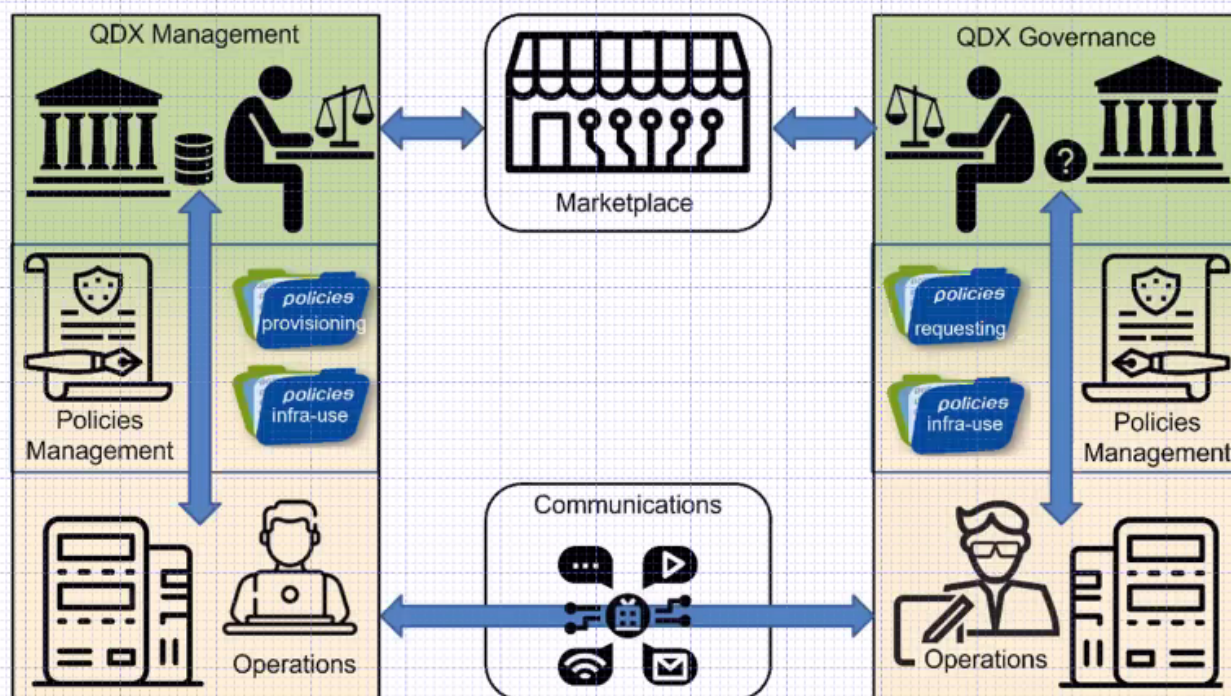


Figure 2 QDX Overview

## Decisions

- None

## Action Items

- ☐ ACTION: [Rieks Joosten](#), [Nicky Hickman](#), and [Drummond Reed](#) to draft a ToIP blog post to announce the paper, explain the late publication, and invite others to contribute to further work on the paper. [Nicky Hickman](#) will start the post using the standard ToIP blog post template that [Judith has already created](#).
- ☐ ACTION: [Drummond Reed](#) to thank all the volunteers for the above.
- ☐ ACTION: [Drummond Reed](#) and [Neil Thomson](#) to work out a process to start the Trust Registry TF and Trust Spanning Protocol TF on the process of creating a mental model for the terms needed in their respective specifications.